



### **SAEC Board Meeting Agenda**

November 5, 2019 8:00 AM – 10:00 AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

1. Opening Business
  - 1.1 Call to Order
  - 1.2 Establish Quorum
  - 1.3 Welcome and Introductions
2. Approval of Minutes –October 1, 2019
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 than 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items
  - 4.1 Member Effectiveness Report, Tulare Adult School--Larriann Torrez
  - 4.2 Member Effectiveness Report, Hanford Adult School--Heather Keran
  - 4.3 California Adult Education Program Technical Update – John Werner
5. Action Items
  - 5.1 WIOA Title II Consultant Contract--John Werner
  - 5.2 Data Consultant Contract--John Werner
  - 5.3 COABE National Conference 2020, Out of State Travel Request--John Werner
  - 5.4 SAEC Report on Governance Compliance of Rules and Procedures--Brent Calvin
6. Adjournment

2019/20 SAEC Board Meeting Schedule: 12/3/19, 1/7/20\*, 2/4/20, 3/3/20, 4/7/20\*, 5/5/20, 6/2/20\*

**SAEC Consortium Board Meeting**  
**College of the Sequoias Board Room 1**  
**Meeting 10/01/19, 8:00 – 10:00 am**  
**Co-chairs: Brent Calvin and Yolanda Valdez**

**In Attendance:**

Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Erika DeLaCruz, Farmersville Unified School District; George Eddy, Exeter Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Laura Gonzalez, Woodlake Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Gary Mekeel, Alpaugh Unified School District; Rich Merlo, Corcoran Unified School District; Tami Olson, Visalia Adult School; Tamara Ravalin, Visalia Unified School District; Tony Rodriguez, Tulare Joint Union High School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Thad Russell, College of the Sequoias; Paul Sevillano, Farmersville Unified School District; District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director:

|     | 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 8:02am</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 present introduced themselves and the school or place they represent.</li> </ul>  |   |
| 2   | <b>Review and approval of meeting minutes:</b>        | <ul style="list-style-type: none"> <li>Minutes from September 3, 2019 SAEC Board Meeting reviewed.</li> </ul>  | <ul style="list-style-type: none"> <li>Motioned by Rich Merlo, Corcoran Unified School District</li> <li>Seconded by Tony Rodriguez, Tulare Joint Union High School District</li> <li>Vote: All approved<br/>None opposed<br/>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>Program Area Reporting 2018/2019 – John Werner</b> | <ul style="list-style-type: none"> <li>John Werner reviewed submitted 2018 Program Area Report data. <ul style="list-style-type: none"> <li>➤ Program Hours, Program Hours by Member, Expenditure by Program, Fund Source, CAEP, LCFF, CALWorks, Noncredit, Perkins, Fees, K12 Adult Ed Jail, WIOA II, Contracted, Other and Totals</li> <li>➤ Actuals Certified on 12/1/2019</li> </ul> </li> </ul> |   |

|     |   |  |   |
|-----|---|--|---|
| 4.2 | <b>SAEC Fiscal Allocation Process – John Werner</b>       | <ul style="list-style-type: none"> <li>• John Werner reviewed previous power point presentation of SAEC Fiscal Allocation models</li> <li>• Reviewed Consortia Report on Governance Compliance of Rules and Procedures <ul style="list-style-type: none"> <li>➢ Reviewed proposed changes to reflect fiscal allocation changes</li> </ul> </li> <li>• Concerns <ul style="list-style-type: none"> <li>➢ Changes leave no room to find equity within the smaller districts</li> <li>➢ Can COLA be used to create equity? <ul style="list-style-type: none"> <li>▪ Use COLA to slowly chip away the equity gap</li> <li>▪ If treated as new money is it treated as on-going funding</li> <li>▪ Changes would start to happen until 2020-2023</li> </ul> </li> <li>➢ There are opportunities to apply for other funding sources <ul style="list-style-type: none"> <li>▪ WIOA</li> <li>▪ ETPL</li> <li>▪ CalWorks</li> <li>▪ Perkins</li> <li>▪ Grants</li> </ul> </li> <li>➢ Cost of staffing affects what schools can do</li> <li>➢ LCFF funding is already inadequate</li> <li>➢ Possibility of connecting with the private sector <ul style="list-style-type: none"> <li>▪ Cutler-Orosi has built a connection with a company <ul style="list-style-type: none"> <li>• Big farmers have a farming program that has to be taught</li> <li>• Training could take place in the adult school and hiring would take place from there</li> </ul> </li> </ul> </li> </ul> </li> <li>• Review of application process for above-based funds <ul style="list-style-type: none"> <li>➢ Aligns to 3 year program</li> <li>➢ Cover page</li> <li>➢ Logic Model Template</li> <li>➢ Outcomes</li> <li>➢ Can be pulled back from the member if funds are not used successfully</li> <li>➢ Possible workshop to help everyone understand application process</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• SAEC Board asked that John Werner take the document back to the Leadership Committee to make it more flexible. <ul style="list-style-type: none"> <li>➢ Agreed that the word “shall” will be taken out of document</li> <li>➢ Document will be brought back to SAEC Board in November</li> </ul> </li> </ul> |
| 4.3 | <b>Member Effectiveness Reports 2019/20 – John Werner</b> | <ul style="list-style-type: none"> <li>• Members will describe <ul style="list-style-type: none"> <li>➢ Current Program Description</li> <li>➢ Barriers</li> <li>➢ Changes</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Leadership Committee review process and determine data</li> </ul>  |

|     |  |   |  |
|-----|--|---|--|
|     |  | <ul style="list-style-type: none"> <li>➤ Successes</li> <li>• Add data and accountability to report</li> </ul>  |  |
| 4.4 | Adult Education Technical Update – John Werner | <ul style="list-style-type: none"> <li>• Reminder of deadlines coming up</li> <li>• Member plan needs to be loaded into NOVA</li> <li>• Quarter 1 expenses due</li> <li>• Census 2020 Webinar coming up               <ul style="list-style-type: none"> <li>➤ What adult education is doing to address the census in California</li> </ul> </li> <li>• Equity in the classroom webinar               <ul style="list-style-type: none"> <li>➤ Adult education training program</li> </ul> </li> <li>• Data and accountability Road show is highly recommended</li> <li>• CAEP Summit is October 29 – 30, 2019</li> </ul> |  |
| 5   | Action Items                                   | N/A   |  |
| 6   | Adjournment                                    | <ul style="list-style-type: none"> <li>• Yolanda Valdez thanked John Werner for all of his effort and work at finding a way help everyone</li> <li>• Adjournment by Brent Calvin at 9:28 pm</li> </ul>  |  |

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of November 5, 2019

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: Larriann Torrez, TAS Principal

APPROVED BY: John Werner, Director

PRESENTED BY: Larriann Torrez, TAS Principal

**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 2019/20 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2019/20 performance year. SAEC member districts receiving AEBG 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 5, 2019

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: Heather Keran, HAS Principal

APPROVED BY: John Werner, Director

PRESENTED BY: Heather Keran, HAS Principal

**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 2019/20 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2019/20 performance year. SAEC member districts receiving AEBG 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, 2019

**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  
☒ 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 AEBG program compliance and policy changes. Specific topics will include: Due Dates, and Professional Development Resources 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. 5.1

Board Meeting Date of November 5, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Director  
PREPARED BY: John Werner, Director  
APPROVED BY: John Werner, Director  
PRESENTED BY: John Werner, Director  
AGENDA TITLE: WIOA Title II Consultant Contract

**AGENDA SECTION:**

\_\_\_\_\_ Public Recognition/Proclamations  
\_\_\_\_\_ Information Items: Public Interest Announcements/ Reports/Review/Status  
Updates/Recognitions/Board Discussion  
\_\_\_X\_\_\_ Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

The Workforce Innovation and Opportunity Act, Title II (WIOA) was signed into law on July 22, 2014. The Act reauthorized the Adult Education and Family Literacy Act (AEFLA), commonly referred to as WIOA II. WIOA II provides grant funding to agencies with programs that provide educational training and supportive services to individuals with barriers to employment so that those individuals may succeed in the labor market. As such, those programs offered by grant recipients must align with regional economic development needs and priorities. Funds are primarily used for adult literacy, English Language fluency, EL civics, and adult secondary education. Funds may be used in jail education settings and for English Language programs that also teach specific career technical skills simultaneously. Funds may not be used for career technical training that does not also contain an adult literacy component. WIOA II grant dollars can be used to supplement existing programs and fill gaps in existing programs. The application cycle to apply for WIOA II funds opens to new applicants every three years. In California, this process is managed by the California Department of Education in accordance with the State of California's WIOA Single Plan. Historically, grant application requests are published in mid November and applications are due in late January to early February. Currently, four SAEC adult schools are WIOA II grant recipients. They must apply during this competitive grant cycle opening. The remaining adult schools in SAEC seek to apply now as well. Any agency that does not apply during this narrow window of opportunity will not be able to apply again until 2023. The application process is complex and labor intensive. It is recommended that the SAEC Board approves the retention of a consultant to coordinate the writing and submission of WIOA Title II applications on behalf of SAEC adult schools. This will support a successful application effort for all adult schools and ensure that all applications and plans are in alignment with SAEC plans and regional economic priorities.

**CONTRACT CHANGES:**

Mitch Rosin Consulting will work with SAEC to write the WIOA Title II application. It is estimated that the application will be due on or before February 10, 2020

**RECOMMENDED ACTION:**

Approve



**FINANCIAL IMPACT:**

Not to exceed \$17,000

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

Four SAEC adult schools have historically participated in the WIOA Title II. This application will support those four and add Corcoran Adult School, Farmersville Adult School, and Lindsay Adult School as new WIOA II applicants. Adult schools will apply individually, but in a coordinated effort and alignment.

**SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR**

Encl. No. 5.2

Board Meeting Date of November 5, 2017

**TO:** Sequoias Adult Education Board  
**FROM:** John Werner, Director  
**PREPARED BY:** John Werner, Director  
**APPROVED BY:** John Werner, Director  
**PRESENTED BY:** John Werner, Director  
**AGENDA TITLE:** Data Consultant Contract

**AGENDA SECTION:**

\_\_\_\_\_ Public Comment

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

  X   Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC members with an adult school, not a community college, must maintain and submit student data utilizing TopsPRO Enterprise software. The SAEC Leadership Committee has implemented focused data chats during their regularly scheduled meetings to better evaluate programs, make programmatic decisions, and support professional development for this administrative team. During the course of these data reviews, gaps in data integrity have become apparent. Karina Vera is the Data and Accountability Specialist for State Center Adult Education Consortium. She provides consulting services to regional adult education consortium as a subject matter expert in this area. The SAEC Leadership Committee, along with key data staff (classified positions), have met with Karina to identify gaps in data and data maintenance processes. Together, they have created an action plan to fill those gaps with sustainable practices that would eliminate the need for future data consulting support from outside the consortium. The SAEC Leadership Committee seeks to engage a subject matter expert that can provide both a one-time software clean up for all member adult schools and support the creation of community of practice (or PLC) for staff who work with the TopsPRO Enterprise software. The data community of practice for classified data staff will be modeled after the same best practice as created in State Center Adult Education Consortium. This specific strategy will be ongoing. Karina will support the start-up.

**CONTRACT CHANGES:**

New contract.

**RECOMMENDED ACTION:**

Approve

**FINANCIAL IMPACT:**

\$9,965.00

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

**Regional adult education consortium members must submit student data on a quarterly basis.**

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 5.3

Board Meeting Date of November 5, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: John Werner, Director

**AGENDA TITLE: COABE Annual Conference 2020, Out of State Travel Request**

**AGENDA SECTION:**

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Information/Board Discussion/Action

**BACKGROUND/SUMMARY:**

The 2020 Council on Adult Basic Education (COABE) Conference, April 5- 8, 2019 in Baltimore, Maryland provides professional development for those who lead and work in adult education. The conference is a convening of experts in the field from across the country. Current national policy and emerging trends are the focus. Attendees will have the opportunity to engage professional development and learn about adult education trends emerging on the national stage. Information and best practices from the COABE national conference have shaped the vision and implementation of the SAEC regional consortium and this provides an opportunity to bring new information to our region. SAEC Board approval for John Werner and other member staff to attend the COABE 2020 Conference is requested. In anticipation of attending, John Werner and Tami Olson have submitted a request to present to the COABE National Board. The presentation topic is AC/DC in Jail Education. Approval to present is pending.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

Approve

**FINANCIAL IMPACT:**

Approximately \$2,000.00 per person. Costs to be paid out of individual member allocation.

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

Aligns with the SAEC Annual Plan 2019/20 and SAEC Three Year Regional Comprehensive Plan: Members will participate in professional development conferences at the regional, state, and national levels as appropriate.



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## COABE Conference 2020

[2019 VIRTUAL CONFERENCE](#) | [COABE CONFERENCE 2020](#) | [CONFERENCE APP](#)

### Baltimore, Maryland - April 5–8, 2020

COABE is proud to announce that the 2020 national conference will take place in Baltimore, Maryland from April 5 to April 8, 2020 at the beautiful Baltimore Marriott Waterfront! This conference will be held in partnership with our Maryland affiliate, the

Maryland Association for Adult, Community, and Continuing Education (MAACCE). The conference will showcase national level presenters, keynote speakers, and trending topics in the field. Please plan to join us for this signature event!

### Schedule

## Conference Registration

Registration for the 2020 COABE National Conference provides access to strands, guest speakers, workshops, exhibitors, and snack breaks. The Presidents' Reception, Tuesday Night Event, and Awards presentations are available for additional fees. Registration is tentatively set to open on December 1, 2019.

[Learn More](#)

# Call for Presentations is now OPEN!

*Deadline is 10/31/2019*

**Submit Your Presentation**

## Presentation Types:

- Concurrent Session: **75 minutes**. Offered Monday, Tuesday, or Wednesday. Room setup: Theater.
- Preconference Half Day Session: **3 hours**. Offered Sunday only. Room setup: Rounds
- Preconference Full Day Session: **6 hours**. Offered Sunday only. Room setup: Rounds.

## Limits:

- Maximum overall sessions per person is 3.

## What will be provided:

- Conference provides data projectors and screens in all rooms.
- Wifi connection.

## What you should plan on bringing:

- Please bring your own computer, speakers, and any special adapters for VGA and HDMI ports.
- Furnishing handouts in the quantity needed for sessions (we recommend at least 45 handouts for concurrent sessions).

## What you will be responsible for:

- Must register for the conference and pay the registration fee.
- All costs related to transportation, room, and board.
- Arrangements and costs of audio/visual equipment beyond what the conference provides.
- Security of any personal equipment used in a presentation.
- Will not make travel arrangements until presentation times and dates have been finalized.
- Register by December 31, 2019. Failure to do so can result in cancellation of the presenter's workshop.

**If you have any questions or concerns  
please feel free to email  
[presenter@coabe.org](mailto:presenter@coabe.org).**

## **COABE Conference 2020 Mini Grant**

The deadline to apply is  
November 15, 2019.

The mini grant will partially defray  
conference registration costs by  
\$350 to attend the COABE 2020  
National Conference. All mini  
grant winners must complete a  
conference evaluation and  
provide a testimonial after  
attending the conference.

[Learn More](#)

## **Baltimore Waterfront**



## Marriott

Experience Charm City like never before at Baltimore Marriott Waterfront. Located in Harbor East, our hotel provides unparalleled access to Fells Point, the National Aquarium and the restaurants and shops of the Inner Harbor. Redesigned accommodations offer views of the waterfront or the Baltimore skyline, and include modern technology, premium amenities and deep soaking tubs. Book a room now to secure the conference rate of \$199 per night.

[Book A Room](#)

## Next Conferences

- **2021 will be in Nashville, TN from 3/21-3/24**
- **2022 will be in Seattle, WA from 4/10-4/13**



**Inspiring educators  
so adults succeed  
and communities  
thrive**



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SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 5.4

Board Meeting Date of November 5, 2019

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Brent Calvin, College of the Sequoias

**AGENDA TITLE: SAEC Report on Governance Compliance of Rules and Procedures**

**AGENDA SECTION:**

\_\_\_\_\_ Public Comment

  X   Information Items: Public Interest Announcements/Status Reports

\_\_\_\_\_ Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

At the regularly scheduled SAEC Board meeting on March 5, 2019, the SAEC Board requested that the SAEC Leadership Committee propose a recommendation for a consortium wide review of fiscal allocations and that this new process be implemented prior to the Consortium Fiscal Allocation Declaration for 2020/21 is drafted and brought before the board for approval.

The Leadership Committee developed several process models for establishing a consortium wide distribution of funds and has presented them to the Board. The Board reviewed those models at the regularly scheduled SAEC Board meeting on 9/3/2019. During that meeting the Board provided additional guidance to the Leadership Committee. The Leadership Committee is now providing the Board with a draft Consortia Report on Governance Compliance of Rules and Procedures which contains a description of the SAEC funding process. The Board reviewed and discussed of the SAEC fiscal allocation process and Draft Report on Governance Compliance of Rules and Procedures during the regularly scheduled October board meeting. During that meeting, the Board requested minor changes in terminology (shift of modal from *shall* to *may*). Those minor changes have been made. Board action to approve the revised 2019/20 Consortia Report on Governance Compliance of Rules and Procedures is anticipated on 11/5/2019.

November 1, 2019 would have been the date that triggers implementation of the newly codified allocation process had a governance language to describe the process been adopted prior to that date. For this fiscal year only, the trigger date will move forward one calendar month to December 1, 2019. In future years, the trigger date will be November 1, 2019. Using the fiscal allocation process as described in the SAEC Report on Governance Compliance of Rules and Procedures, the SAEC Executive Director, with input from the SAEC Leadership Committee and the SAEC Fiscal Advisory Committee, created by and advisory to the SAEC Executive Director, will make a funding recommendation to Board for the following year at the regularly scheduled Board meeting in February. The SAEC Board will then have until May, 2020 to make a final funding decision.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

Approve

**FINANCIAL IMPACT:**

No new expenses. Potential to modify Consortium Fund Allocation Schedule and Declaration.

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

SAEC Objective: Leverage Regional Resources.



# AEBG

PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

## Consortia Report on Governance Compliance of Rules and Procedures

*Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AEBG inbox: [aebg@cccco.edu](mailto:aebg@cccco.edu).*

Consortium Name:

Sequoias Adult Education Regional Consortium (SAEC)

Fiscal Agent or Fiscal Coordinator:

Visalia Unified School District

Consortium Point Person (or person submitting this document):

Name:

John Werner

Consortium Role:

Consortium Director

E-Mail:

[sequoiasadulthooddirector@gmail.com](mailto:sequoiasadulthooddirector@gmail.com)

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School

District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, and Sequoias Community College District.

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, and Sequoias Community College District. All members have committed to reporting any funds available to that member for the purpose of education and workforce services for adults and the uses of those funds. Members annually declare fund availability and use to the SAEC Board.

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

The Consortium shall keep track of the date its members were officially designated by their local Boards of Education and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by SAEC. Each member must have one official-designated member. The officially designated member representative will represent the interests of the member agency and vote in SAEC Board decisions on behalf of the member agency. SAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by SAEC. Alternate or proxy designees may not be assigned.

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

The Consortium recognizes the benefits from full and active participation by all members in the decision-making process and implementation of SAEC Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notification and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the SAEC have agreed to act in accordance with applicable AEBG law, the SAEC Annual Plans, and SAEC Three

Year Plan. SAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to SAEC Plans, and AEBG performance measured outcomes.

**5. What will be the relative voting power of each member?**

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

Each member Board of Education will designate a voting representative to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each member district with fewer than 5,000 students will be allowed one vote. Each member district with more than 5,000 students will be allowed 2 votes. A simple majority of members present constitutes a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**6. How will decisions be approved?**

e.g. by majority vote of 51%, or 50% +1 vote, or  $\frac{2}{3}$  of votes

e.g. by consensus

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), the SAEC Governance Plans, and all applicable laws. A simple majority of members of the Consortium constitutes a quorum. A simple majority will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. A roll call vote shall be taken in the event of a split vote on any decision. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

**7. How did you arrive at that decision-making model?**

SAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model.

**8. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment?**

The Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction.

The SAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et

seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the Consortium:

A. For matters not listed on the agenda:

- I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments."
- II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.
- III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium may extend the overall time limit.

B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received.

C. Individuals shall be allowed up to three (3) minutes to address the Consortium on each agenda item or during the general public comments, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

The Sequoias Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites.

10. Describe how comments submitted by members of the public will be distributed publicly.



A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. SAEC's founding partners include Tulare County Workforce Investment Board, Tulare County Library, Tulare County Department of Health and Human Services, C-SET, Proteus, ABLE Industries, Kings County Department of Health and Human Services, Kings County Workforce Investment Board. Established partnerships will be considered "evergreen" partnerships without need for periodic renewal once established. Partnerships may be terminated at any time, by either party, as described below. Partnerships with SAEC shall exist at the sole discretion of the SAEC Board. New partners may join the SAEC through a partner application process and SAEC Board approval. SAEC opens the partnership application process every three years to coincide with the development and adoption of the SAEC Three Year Comprehensive Plan. This process established formal partnership with SAEC. Community agencies not benefiting from formal partnership with SAEC with an interest in adult education are encouraged to engage SAEC and its members to benefit the region as appropriate until formal partnership can be established. Partnership does not convey monetary, in-kind contribution, legal, or liability obligations between the Sequoias Adult Education Consortium, its Board, its members, or other Partners and nothing in the Partnership Agreement shall be construed to indicate such. Specifically, the Partnership relationship or a Partnership agreement does not express, imply, convey, inure, or otherwise establish an exclusive partnership agreement between SAEC, its members, partners, and/or any organization, entity, or agency. The SAEC Partners agree to indemnify, defend, and hold harmless the Sequoias Adult Education Consortium, its Board, and its members in any action arising against the Partner. The SAEC Board reserves the right to terminate any partnership(s) at any time without cause. Termination of partnership(s) will be effective immediately upon SAEC Board action. Partners reserve the right to terminate partnership without cause and such termination shall be effective immediately upon delivery of either written or verbal notice by the Partner to the SAEC Board at a regularly scheduled SAEC Board meeting.

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

The Sequoias Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the Adult Education Block Grant (AEBG) and the SAEC Governance Plan, a simple majority vote will be needed for the passage of any motion.

The vote(s) of each official designated member shall be recorded as cast. A role call vote shall only be taken in the event of a split vote on any decision. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the SAEC Comprehensive Regional Plan ("3 Year Plan") and applicable law.

Pursuant to CA Education Code 84914, the SAEC Board shall approve annually a distribution schedule that includes the following:

- A. The amount of funds to be distributed to each member of the consortium for that fiscal year.
- B. A narrative justifying how the planned allocations are consistent with the adult education plan.
- C. For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium equal to or greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:
  1. The member no longer wishes to provide services consistent with the adult education plan.
  2. The member cannot provide services that address the needs identified in the adult education plan.
  3. The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements
- D. For any year for which the chancellor and the Superintendent allocate an amount of funds, to include an increase of funds, as determined by a Cost-of-Living Adjustment as determine in the Governors Final Budget, to the consortium more than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium may be increased by a percentage equal to the percentage by which the total amount of funds allocated to the consortium increased. Increases in allocation to the consortium due to COLA may be allocated to consortium members at the same percentage of increase as the percentage increase to the consortium. For example, a 4% increase in consortium allocation may result in each funded member receiving a 4% increase in member allocation. COLA may be calculated as an ongoing percentage increase and not a lump sum payment. Member allocation increases caused by COLA shall be ongoing and considered part of a member's base fund allocation subject to CA Education Code 84914.
- E. For any year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated



to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

1. The member no longer wishes to provide services consistent with the adult education plan.
2. The member cannot provide services that address the needs identified in the adult education plan.
3. The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

F. For any year for which the chancellor and Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior year and the increased amount is not a net result increase of a COLA, then those funds shall be subject to and above-base increase to the consortium's allocation. Above-base allocation shall be allocated to members at the discretion of the SAEC Board and pursuant to the SAEC Above-base Fund Allocation process described below.

1. Above-base funds shall be awarded to members.
2. Above-base funds shall be awarded based a number of criteria:
  - i. Above-base fund allocations will be included with a member's annual allocation as described in the Consortium Fiscal Administration Declaration (CFAD).
  - ii. Increases to consortium allocation as a result of COLA are not above-base funds and not subject to the above-base fund criteria.
  - iii. Any other fund resources beyond CAEP funds received by the consortium, or a member, are not above-base funds and not subject to the above-base fund criteria.
  - iv. Above-base funds may be used for ongoing expenditures if the increase to consortium allocation will also be ongoing. If the increase to consortium allocation is a one-time increase in the form of an above-base fund increase, then the member may only receive a one-time above-base allocation increase.
  - v. Above-base funds shall be used to implement strategies in one or more CAEP program areas and to address one or more CAEP objectives: identify and fill gaps, provide professional development, transition students, and accelerate student transitions.
  - vi. Strategies which utilize above-base funds must demonstrate alignment with the SAEC Three Year Plan, SAEC Annual Plan, and the corresponding member's annual plan.
  - vii. Above-base funds will be awarded on the basis that they will be used to implement a specific strategy. If the member fails to implement the strategy effectively, or decides not to implement the strategy, or decides that they can no longer implement the strategy, the increase in that member's allocation as a result of receiving an above-base fund increase will end and the member's annual allocation will return to an

amount minus those above-base increases. This will also apply to any COLA increases to those above-base funds over time. Those funds will be subject to redistribution amongst SAEC members for other above-base strategy implementation. Any member who accepts an above-base allocation agrees to this upon acceptance of such an allocation increase.

- viii. Above-base fund allocations will be prioritized by the SAEC Leadership Committee, with input from the SAEC Executive Director, and recommended to the SAEC Board for a final fund allocation decision.
- ix. The SAEC Leadership Committee will use a rubric for ranking above-base funding resource requests. The rubric criteria shall be:
  - 1. the funding request is linked to the SAEC Three Year Plan through its associated actions,
  - 2. the request clearly describes how the strategy will address a community of need and the actions of the strategy will have a positive effect on that community,
  - 3. data supports the rationale for the strategy and resource request,
  - 4. the request demonstrates potential to realize appropriate and attainable CAEP Program outcomes through clear action steps
  - 5. the request application is complete and follows the prescribed process for application
- x. Member process for requesting above-base fund increases to their annual allocation:
  - 1. The member will submit an application for above-base funds. At a minimum, the application must include:
    - a. a title of the strategy,
    - b. the above-base fund amount requested,
    - c. a description of the target population and how the strategy will address their needs,
    - d. identification of activities and measurable goals to address community needs & improve student outcomes
    - e. as applicable, at least one of the following:
      - i. a description of activities to improve integration of services among and including, but not limited to alignment of intake / placement for adults seeking education and workforce services, program mapping, and alignment of curriculum and standards
      - ii. a description of activities to improve transitions into postsecondary education and the workforce



- iii. a description of approaches to prototype new strategies and evaluate their effectiveness
- f. a description of how data be used to evaluate progress and measure effectiveness,
- g. a description of other funds (if any) in addition to the requested above-base funds to be leveraged on the strategy,
- h. a completed Logic Model which describes the strategy goal, the problems sought to address, inputs, activities, outputs, immediate (short-term) outcomes, intermediate outcomes, long-term outcomes/impacts and describes assumptions and external factors.
- i. a list of progress indicators (at least 1, no more than 5) in the form of SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives by which the member and consortium will assess progress and impact during the implementation of the strategy. These objectives should map directly to the Logic Model activities, outputs, and/or outcomes.
- xi. Above-base fund allocations are revocable by majority consortium vote.
- xii. Above-base fund expenditures must comply with state law and the CAEP program assurances and allowable expenditures.

13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

The Sequoias Adult Education Consortium has designated the Visalia Unified School District to serve as the fiscal coordinator and the role and responsibilities of the SAEC fiscal coordinator are described in the SAEC Memorandum of Understanding. SAEC follows a direct funding fiscal model.

14. How will members join, leave, or be dismissed from the consortium?

The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the SAEC Memorandum of Understanding.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;

- The member cannot provide services that address the needs identified in the adult education plan; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB104, and education code:

- Regular attendance is expected at monthly Consortium meetings. Each designated Member representative is expected to attend every SAEC Board meeting.

**General SAEC Board Meeting Attendance:**

A member may miss not more than five (5) meetings in a fiscal year. After a third (3rd) absence, the SAEC Executive Director shall notify the Member Designee, the AEBG Program Monitor, and the SAEC Board Co-Chairs shall prepare a written notice detailing the SAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action. At a meeting of the fourth (4<sup>th</sup>) absence, the written notice shall be read into the official SAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board and the AEBG Program Monitor with a Domestic Return Receipt. At a meeting of the fifth (5th) absence, the SAEC Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend. The terms and conditions described above shall pertain to general SAEC Board meeting attendance in a fiscal year regardless of absence sequence or absences in series.

**Chronic or Consecutive Absenteeism:**

In the event that a Member designee is absent four (4) or more consecutive SAEC Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from SAEC Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to SAEC Board meeting attendance. After the second (2<sup>nd</sup>) consecutive absence, the SAEC Executive Director shall notify the Member Designee, the AEBG Program Monitor, and the SAEC Board Co-Chairs shall prepare a written notice detailing the SAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action. At the meeting of the third (3<sup>rd</sup>) consecutive absence, the written notice shall be read into the official SAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board and the AEBG Program Monitor with a Domestic Return Receipt. At the meeting of the fourth (4<sup>th</sup>) consecutive absence, the SAEC Board shall take official action to dismiss the Member Agency from the Consortium

for Member ineffectiveness and failure to attend.

- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium.
- If the member initiates leaving the Consortium, SAEC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- SAEC Members may be dismissed from SAEC for failure to demonstrate member effectiveness.
- If the Consortium dismisses a Member, the Consortium Executive Direct shall notify the AEBG Project Monitor immediately.
- A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.
- Dismissal from the Consortium is final and shall remain in effect for the remainder of the applicable or current 3 year planning period.

**15. Does the consortium have a formal document detailing its working beyond the questionnaire?  
(Please provide a link)**

**At this time, the Consortium relies on MOUs that outline basic governance rules and have been voted on by each member's Board of Education.**