



SAEC BOARD MEETING AGENDA

December 6, 2022, 8:00am – 9:00am
Virtual via Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/83009294262?pwd=Rm9xZjdJajlrVlI0K2FXR3MwWjVJdz09>

Meeting ID: 830 0929 4262

Passcode: 020202

One tap mobile

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Dial by your location

+1 669 444 9171

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes –November 1, 2022

[SAEC Board Meeting Minutes 11.1.22](#)

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. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Executive Director on behalf of the Board Chairs in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.

4. Information items

- 4.1. Visalia Adult School Member Effectiveness Report - Tami Olson, Principal, VAS
 - 4.1.1. [Board Agenda Item 4.1 Member Effectiveness Report Visalia Adult School.docx](#)
- 4.2. Corcoran Adult School Member Effectiveness Report - Brian Brazier, Administrator, CAS
 - 4.2.1. [Board Agenda Item 4.2 Member Effectiveness Report Corcoran Adult School.docx](#)
- 4.3. WIOA Title II: AEFLA RFA Status Update - Heather Keran, Principal HAS
 - 4.3.1. [Board Agenda Item 4.3 WIOA Title II 2022 RFA Update.docx](#)
- 4.4. CAEP Technical Update - John Werner, Executive Director, SAEC
 - 4.4.1. [Board Agenda Item 4.4 CAEP Technical Update.docx](#)
5. Action Items
 - 5.1. SAEC Virtual Board Meeting 02.07.23 - Brent Calvin
 - 5.1.1. [Board Agenda Item 5.1 SAEC Virtual Board Meeting in January 2023.docx](#)
 - 5.1.2. [Board Agenda Item 5.1 SAEC Virtual Board Meeting Supporting Document.pdf](#)
6. Adjournment
 - 6.1. Next Meeting: 02.07.23, 8AM via Zoom (REMINDER: No meeting in January due to Winter Break.)

SAEC Consortium Board Meeting Minutes

November 1, 2022, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brian Brazier, Corcoran Joint Unified School District; Carla Calhoun, CSET; Brent Calvin, College of the Sequoias; Dr. Sergio Chavez, Farmersville Unified School District; William Davis, TCOE; George Eddy, Exeter Unified School District; Laura Gonzales, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Education Center; Troy Hayes, Alpaugh Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus; Amalia Lopez, Lindsay Adult School; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Eduardo Ochoa, Corcoran Joint Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Adam Peck, WIB Tulare County; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Unified High School District; Jonna Schengel, College of the Sequoias; Kirk Shrum, Visalia Unified School District; Larriann Torrez, Porterville Adult School; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Union High School District; Arturo Villarreal, Farmersville Adult School; John Werner, Sequoias Adult Education Consortium

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> ● Called to order by Brent Calvin at 8:01am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> ● Welcomed <ul style="list-style-type: none"> ➤ William Davis from Tulare County Office of Education 	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> ● Minutes from October 4, 2022 SAEC Board Meeting 	<ul style="list-style-type: none"> ● Motioned to approve minutes by George Eddy, Exeter Unified School District ● Seconded by Tom Rooney, Lindsay Unified School District ● Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No Comments 	
4	Information Items		

<p>4.1</p>	<p>Hanford Adult School Member Effectiveness Report – Heather Keran, Alternative Education Manager, HJUHS</p>	<ul style="list-style-type: none"> ● PowerPoint presentation by Hanford Adult <ul style="list-style-type: none"> ➤ Current Programs <ul style="list-style-type: none"> ▪ ABE, ASE, GED, ESL CTE (Welding & Certified Nurse Assistant), Community Fine Arts ➤ Leveraged Funds by Program Area, 2021-2022 <ul style="list-style-type: none"> ▪ Can see distribution of CAEP, CalWorks, Perkins, LCFF, WIOA II and K12 Jail Ed Funds ➤ Multi-year Enrollment <ul style="list-style-type: none"> ▪ Unduplicated enrollment ▪ What it looked like pre-pandemic ▪ Have now exceeded their pandemic level ➤ Enrollment Comparison – October 2019, 2021, and 2022 <ul style="list-style-type: none"> ▪ Number are coming up in HSD program this year ▪ ESL and CTE enrollment is almost there ➤ Three Year Plan Metric – Adults who became participants <ul style="list-style-type: none"> ▪ 12 hours or more of instruction ➤ ESL Gains and Civic Objectives and Additional Assessment Plan (COAAP) Completion <ul style="list-style-type: none"> ▪ They receive funds if they show academic gains ▪ All ESL must have COAAP's ➤ Adult Basic Education – Educational Functioning Gains and Transition into Adult Secondary Education <ul style="list-style-type: none"> ▪ They want the students to transition ➤ Adult Secondary Education – Educational Functioning Gains and High School Diploma/Equivalency Earned <ul style="list-style-type: none"> ▪ Show who made gains and who actually earned them ➤ Post-Secondary Credential, Credit, Certificate Earned <ul style="list-style-type: none"> ▪ This is a new metric and will be the most challenging ▪ Do not have means to measure it int Adult Ed ▪ Dashboard in Adult Ed is 3 years behind ▪ Reporting system is self-reporting with no piece in place to track it accurately <ul style="list-style-type: none"> ○ Still in development ➤ Percentages of Graduates Planning to Attend College, Trade School, Military, or Workforce – 2022/2023 <ul style="list-style-type: none"> ▪ Based on what information the students give ➤ For 2022/2023 – Transitional Planning – Transfer Locations <ul style="list-style-type: none"> ▪ Shows where the students want to go after completing 	
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		<p>program at the adult school</p> <ul style="list-style-type: none"> ➤ Students who became employed in the 2nd quarter after exit <ul style="list-style-type: none"> ▪ Self-reported survey ▪ Want to work on quantifying this in the future ➤ WASC <ul style="list-style-type: none"> ▪ Granted a six-year accreditation ➤ Program updates and upcoming events in November <ul style="list-style-type: none"> ▪ Added a KCOE/Shelly Baird – Adults with disabilities classroom to the campus for 2022/2023 ▪ Federal Program Monitoring (FPM) ▪ Community Outreach – CASA Board/Advocates ▪ Partnership: JC Montgomery – Transitioning 18-year-old students ▪ WIOA – RFA – Grant application status 	
4.2	<p>Tulare Adult School Member Effectiveness Report – Lori Morton, Director, TAS</p>	<ul style="list-style-type: none"> ● PowerPoint presentation by Tulare Adult School <ul style="list-style-type: none"> ➤ Full WASC accredited with 5 locations, 600+ students and 32 teachers and staff ➤ Current Programs <ul style="list-style-type: none"> ▪ ABE, ASE, ESL and CTE (Welding, LVN, CAN, Medical Assistant, Phlebotomy, Culinary Arts, and Office Skills) ➤ New programs this year <ul style="list-style-type: none"> ▪ Plaza Comunitaria (Spanish Abe), IELCE/IET Computer Basics, IELCE/IET Home Health Care, Student Success Lab and ESL Conversation (Spring 23) ▪ IELCE/IET are done with a CTE and a ESL teacher ▪ ESL Conversation will be for students who want to have a more active dialogue ➤ Leveraged Funds by Program Area <ul style="list-style-type: none"> ▪ No leveraged funds for AWD this year ➤ SAEC program areas have maintained or exceeded current year enrollments <ul style="list-style-type: none"> ▪ Unduplicated count of students served ▪ Students are starting to come back to school <ul style="list-style-type: none"> ○ On track to exceed last year enrollment ○ Have increased numbers of ESL students ▪ ESL and ABE make up a little more than half of the students they serve ➤ Demonstrate increase literacy rates 	

- Showed payment points from each program over the last 4 years
 - Increase in ESL, HSD and ASE gains
- Showed payment points by number of students
- Showed percentage achieving EFL gain in ABE and ESL of 4 years
- Showed total payment points
 - Increase of 118 payment pints (31.5% PP/Unduplicated Learners)
- Tulare Adult is WASC accredited
 - Commission granted Tulare Adult School with a six-year Accreditation Status thru June 30, 2023
 - Full visit for accreditation renewal March 20-22, 2023
- All SAEC program areas will have implemented aligned curriculum
 - Curriculum is aligned in the following areas
 - ABE and HSE – Aztec
 - ESL – Stand/Out & Burlington English
 - HSD – Edgenuity
 - CTE – Combination Welding Class has implemented American Welding Society (AWS) on line curriculum
- Questions
 - Notice CTE offerings had a cost
 - Fees are only charged for CTE classes
 - Fee is charged to help offset the cost of the program
 - Students pay substantial less that most schools
 - Schools has a lot of sponsors who help to pay student costs
 - Employment Connection, CSET, JTO and many other agencies
 - They even come to the students and qualify them on the spot as they register
 - None of the schools have a COE accreditation to help with financial aide to let students get student loans
 - COE accreditation is a massive lift
 - Our WIOA partners help to pay for classes

<p>4.3</p>	<p>CAEP Technical Update – John Werner</p>	<ul style="list-style-type: none"> ● Intersection of AB554, SB68 and Ability to Benefit <ul style="list-style-type: none"> ➤ AB554 <ul style="list-style-type: none"> ▪ Dual enrollment – usually a college class offered at adult education ➤ SB68 <ul style="list-style-type: none"> ▪ Financial support for students ➤ Eligible program has resided in the wrong place <ul style="list-style-type: none"> ▪ John will push the approval process one step further moving approval down to the state level so they can approve those eligible programs ▪ ATB gives us the ability to help those who need it ● Community College Only TAP RFA <ul style="list-style-type: none"> ➤ CAEP office is trying to stand up a community college only technical assistant program, on their own without information from the field <ul style="list-style-type: none"> ▪ Do not know who is applying but watching to see how it evolves ▪ Fearful how it will affect us in the field and erode what we have build <ul style="list-style-type: none"> ○ John Werner has been vocal on this point and it is labeling him ● 2022/23 Workplan and Budge Submission Status Update <ul style="list-style-type: none"> ➤ John is asking the schools to leave it in NOVA without submitting it ➤ John will look it over and make recommended changes if there are any ➤ Will come to the superintendents with a final draft in NOVA and ask them to click submit and John will then immediately submit all of them ➤ November 30th is the deadline ● WIOA II RFA <ul style="list-style-type: none"> ➤ Should see by November 6th if everyone is eligible to apply ➤ Mitch is finalizing the main application write ups ➤ Goal is to have everyone final drafted by Thanksgiving <ul style="list-style-type: none"> ▪ This should give everyone time to lad everything up for 	
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		<p>the application</p> <ul style="list-style-type: none"> ● AB1491 (McCarty): Carryover Cap <ul style="list-style-type: none"> ➤ Cannot carry over more than 20% allocation from year to year ➤ Waiting for state guidance <ul style="list-style-type: none"> ▪ Mean time will ask Leadership Committee to start drafting our policy on 20% cap ● Virtual Meetings in the future <ul style="list-style-type: none"> ➤ Virtual meetings go away in February 2023 and go personal otherwise <ul style="list-style-type: none"> ▪ You need to make the space you are meeting virtually open to the public ➤ Discussion <ul style="list-style-type: none"> ▪ Would like to meet every other month ▪ Email additional ideas to John Werner ▪ Leadership will bring a drafted calendar schedule <ul style="list-style-type: none"> ○ Vote on a revised schedule at the SAEC February 2023 meeting ● Reminder of due dates 	
5	Action Items		
5.1	Virtual Meeting December 6, 2022 – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> ● Voting to continue SAEC Board meetings virtually in November 	<ul style="list-style-type: none"> ● Motioned to approve by Laura Gonzales, Woodlake Unified School District ● Seconded by Eduardo Ochoa, Corcoran Joint Unified School District ● Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> ● Next meeting 12/06/2022 at 8:00am ● Adjourned meeting at 9:01am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of December 6, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Tami Olson, Principal, Visalia Adult School
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Tami Olson, Principal, Visalia 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 2022/23 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2022/23 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 December 6, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Brian Brazier, Administrator Corcoran Adult School
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Brian Brazier, Administrator Corcoran Adult School
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 2022/23 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2022/23 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 December 6, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: Heather Keran, Principal

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Heather Keran, Principal

AGENDA TITLE: WIOA Title II 2022 RFA Update

AGENDA SECTION:

_____ Public Comment

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

_____ 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 WIOA II RFA has two phases: 1) Demonstration of Effectiveness (DoE), and 2) main RFA. All SAEC K12 adult education programs have been confirmed by the CDE as eligible to apply via the DoE process. Member adult schools are now in phase two of the application process. Main RFA responses have been drafted and are in the final revision stage. Member school administrators will be submitting their agencies full, or main, RFA responses by December 15, 2022. Main RFA responses have been drafted and are in the final revision stage.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Status Report

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Leveraging resources (CAEP Objective)

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of December 6, 2022

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, WIOA RFA status update, 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. 5.1

Board Meeting Date of December 6, 2022

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, Superintendent/President, College of the Sequoias
AGENDA TITLE: SAEC Virtual Board Meeting in January 2023

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

In March of 2020, The COVID-19 pandemic impacted the ability of the SAEC Board and governance committees to meet in person. At that time and through Executive Order, California Governor Newsom provided relief to public agencies with regards to holding public meetings virtually and Brown Act compliance. That Executive Order ended September 30, 2021.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021-2022) ("AB361"), which incorporated into California state law some aspects of the teleconferencing rules that have been applied by Executive Order to local public agencies during the COVID-19 pandemic. Notably, because AB 361 included an urgency measure, the law was immediately effective as of the date of the Governor's signature. AB 361 provides that it sunsets on January 1, 2024. Update: The Executive Order which has provided this option will end in February, 2023.

Per AB361, the SAEC Board may continue to meet virtually, but will need to decide, vote, to meet virtually prior to the virtual meeting. SAEC Executive Director John Werner will describe other AB361 consideration criteria to holding virtual meetings during discussion of this item and recommends the Board take action to approve that the SAEC Board meet virtually at the next regularly scheduled board meeting on December 6, 2022.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approve

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC Board and Governance Committees will hold regular meetings in accordance with the SAEC Comprehensive Plan, Annual Plans, and Governance Document