



SAEC BOARD MEETING AGENDA

December 1, 2020, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/83673708749?pwd=UzVBQnFsaVISTElsa3Bic2dFME5Wdz09>

Meeting ID: 836 7370 8749

Passcode: 431787

One tap mobile

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Dial by your location

+1 669 900 9128

Meeting ID: 836 7370 8749

Passcode: 431787

1. **Opening Business**
 - 1.1. Call to Order
 - 1.2. Establish Quorum
 - 1.3. Welcome and Introductions

2. **Approval of Minutes** – November 3, 2020
 - 2.1. https://docs.google.com/document/d/1CN7Aki_V88hpfRfR7e6Eo6RUpPu3aTrU/edit?usp=drive_web&oid=114736191070370070679&rtpof=true

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 SAEC 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 SAEC Board Chair(s) 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. **SAEC Allocation Planning 2021/22--John Werner**

4.2. Cutler-Orosi Adult School Member Effectiveness Report--Robert Gonzalez,
Principal CAS

4.3. Corcoran Adult School Member Effectiveness Report--Brian Brazier, Administrator
CAS

4.4. CAEP Technical Update--John Werner, Executive Director SAEC

5. Action Items

5.1. SAEC High School Diploma Program Graduation Requirement Alignment--Brent
Calvin Yolanda Valdez

6. Adjournment

Next Meeting: 2/2/2021 8AM via Zoom

SAEC Consortium Board Meeting
 Zoom Virtual Meeting
 Meeting 11.02/20, 8:00 – 9:00 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; Dennis Doane, Lindsay Unified School District; George Eddy, Exeter Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Troy Hayes, Alpaugh Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Rich Merlo, Corcoran Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Adam Peck, Executive Director, WIB Tulare County; Tamara Ravalín, Visalia Unified School District; Tony Rodriguez, Tulare Joint Unified School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Paul Sevillano, Farmersville Unified School 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	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Called to order by Brent Calvin at 8:04am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> Minutes from October 6, 2020 Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Victor Rosa, Hanford Joint Union High School District Seconded by Yolanda Valdez, Cutler-Orosi Joint Unified School District Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> No Comments 	

4	Information Items		
4.1	SAEC High School Diploma Program Graduation Requirement Alignment – John Werner	<ul style="list-style-type: none"> ● COVID has changed things <ul style="list-style-type: none"> ➤ Adult schools have gone virtual ➤ Students can attend any school they wish with no boundaries to bind them ➤ Students want to get through the programs to get a job or transfer to a college ● Now is the time to align high school diploma requirements <ul style="list-style-type: none"> ➤ Most changes can be made in the elective requirements ➤ Would like to have implemented by spring semester but are prepared to move to fall if we need to ➤ Looking at power point <ul style="list-style-type: none"> ▪ Electives lowered to 175 ▪ Add CTE to Fine Arts/Foreign Language for some schools ● Next steps <ul style="list-style-type: none"> ➤ SAEC ABE/ASE committee review ➤ Further SAEC leadership committee review ➤ SAEC Board Action ➤ SAEC provides sample board language to individual members for LEA action ➤ Implementation spring semester 	
4.2	SAEC Allocation Planning 2021/2022 – John Werner	<ul style="list-style-type: none"> ● Will use the SAEC allocation planning time line <ul style="list-style-type: none"> ➤ November 1st is the trigger date ➤ Will meet with the Executive Budget Workgroup to look at budget procedures and make planning decisions ● CFAD needs to be submitted by May 2nd ● Currently we have new schools under the WIOA Title II <ul style="list-style-type: none"> ➤ Will continue to look for other funding sources 	
4.3	Tulare Adult School Member Effectiveness Report – Larriann Torrez, Director TAS	<ul style="list-style-type: none"> ● Have a new adult education campaign logo through COABE <ul style="list-style-type: none"> ➤ #MoveAheadwith ADULTED ● Tulare Adult Member Effectiveness Report <ul style="list-style-type: none"> ➤ Current programs <ul style="list-style-type: none"> ▪ Consistent with what they had last year 	

		<ul style="list-style-type: none"> ▪ Have cut a few course offerings after a few teachers retired ➤ New Program <ul style="list-style-type: none"> ▪ National External Diploma Program (NEDP) ▪ GED can now be taken on line at home <ul style="list-style-type: none"> ○ Tulare adults testing center is open for those who need it ➤ Modes of Instruction <ul style="list-style-type: none"> ▪ ABE/ESL/ASE <ul style="list-style-type: none"> ○ Distance Learning via Google Classroom and Zoom ▪ CTE <ul style="list-style-type: none"> ○ In person for skills labs ○ Distance Learning via Zoom for lectures ➤ Power Point Presentation showing <ul style="list-style-type: none"> ▪ Total Leveraged Funds by Program Area <ul style="list-style-type: none"> ○ Receives CAEP dollars, CalWORKS, Perkins, LCFF, Fees, WIOAll, Contracted Services and other State Grants ▪ Total Enrollment by Program Year <ul style="list-style-type: none"> ○ Enrollment is down due to COVID ▪ Progress Indicator #1 – SAEC program areas have maintained or exceeded current year enrollments ▪ Progress Indicator #2 – Demonstrate increased literacy rates ▪ Progress Indicator #3 – HSD programs will be WASC Accredited <ul style="list-style-type: none"> ○ Granted a six-year accreditation status through June 30, 2023 ▪ Progress Indicator #5 – Completed WIOA Title II Application <ul style="list-style-type: none"> ○ Received about a \$33,000 increase in this program year ▪ Progress Indicator #6 – All SAEC program areas will have implemented aligned curriculum <ul style="list-style-type: none"> ○ Aligned curriculum in ABE, ESL, HSD, HSE and CTE 	
4.4	Hanford Adult School Member Effectiveness	<ul style="list-style-type: none"> ● Hanford Adult Member Effectiveness Report <ul style="list-style-type: none"> ➤ WAS accredited through January 2023 ➤ Current Programs 	

	<p>Report – Heather Keran, Administrator HAS</p>	<ul style="list-style-type: none"> ▪ GED testing site and currently testing ▪ Welding coming back next Monday ▪ Nurse Assistance coming back in January <ul style="list-style-type: none"> ○ Not allowed to have students at lab ▪ Pottery class will not have students for awhile ▪ CNA is closed to students because they cannot get onto clinical sites ▪ ESL- They are at 44% of their normal enrollment ➤ Modes of Instruction <ul style="list-style-type: none"> ▪ Started by doing a drive through distribution for students ▪ We do a one-on-one study ▪ ESL classes are done with Zoom or Google meet as well as drive through distribution ➤ Power point presentation showing <ul style="list-style-type: none"> ▪ Funding per program ▪ Enrollment Comparison, October 2019 & 2020 <ul style="list-style-type: none"> ○ Currently down in enrollment ○ Jail education program <ul style="list-style-type: none"> ❖ Not allowing any extra people or proctors into the facilities ❖ Students have materials but they cannot go in and work with them ❖ Looking forward to getting back in ▪ Goal 1 - By June 2021 Hanford adult will: <ul style="list-style-type: none"> ○ Maintain or exceed current enrollment ○ Will retain 75% of students as evidenced by paired scores ○ Will maintain completer rates commiserate with prior year averages ○ Will have increased literacy rates as demonstrated advancing NRS levels measured through the CASAS testing system. (SAEC three year plan) ▪ Goal 3 - By June 2020, all SAEC program areas had implemented aligned curriculum <ul style="list-style-type: none"> ○ Currently updating course offerings ○ They have student transiting into colleges like COS 	
4.5	<p>CAEP Technical Update – John Werner</p>	<ul style="list-style-type: none"> ● Reminder of due dates <ul style="list-style-type: none"> ➤ https://caladulted.org/DueDates 	

		<ul style="list-style-type: none">• Professional resources are available for everyone	
5	Action Items	<ul style="list-style-type: none">• N/A	
6	Adjournment	<ul style="list-style-type: none">• Adjourned meeting at 9:00am• Next meeting will be the first Tuesday in December<ul style="list-style-type: none">➤ December 1, 2020 at 8:00am via Zoom	

Board Meeting Date of December 1, 2020

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 Fiscal Allocation Process

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Per modifications to the SAEC Consortia Report on Governance Compliance of Rules and Procedures made in 2019/20, the SAEC Executive Director will begin convening the Executive Director's Fiscal Advisory Committee to study allocation schedules for the 2021/22 program year.

November 1, 2020 was the date that triggered implementation of the new process fiscal allocation process. Using this new process, 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 the Board for the following year at the regularly scheduled Board meeting in December. The SAEC Board will then have until May, 2021 to make a final funding decision.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

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

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Objective: Leverage Regional Resources.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of December 1, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Robert Gonzalez, Cutler-Orosi Adult School Principal
APPROVED BY: John Werner, Director
PRESENTED BY: Robert Gonzalez, Cutler-Orosi Adult School Principal
AGENDA TITLE: Member Effectiveness Report, Cutler-Orosi 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 2020/21 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2020/21 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 1, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Brian Brazier, Corcoran Adult School Administrator
APPROVED BY: John Werner, Director
PRESENTED BY: Brian Brazier, Corcoran Adult School Administrator

AGENDA TITLE: Member Effectiveness Report, Corcoran 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 2020/21 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2020/21 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 December 1, 2020

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, 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.

Board Meeting Date of December 1, 2020

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
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: SAEC High School Diploma Program Graduation Requirement Alignment

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

In 2015 SAEC members worked to align member Adult Education program policy and procedures in accordance with AB104 during establishment of a regional adult education consortium. Members implemented many strategies to engage the call for greater alignment between member programs. One area left unaddressed, at that time, was the alignment of graduation requirements for the HSD programs at SAEC member adult schools. The SAEC Leadership committee feels that now is the appropriate time to address this area of potential alignment. With COVID-19 restructuring, member adult schools have engaged virtual delivery of HSD curriculum and service provision. This shift to virtual program delivery has worked to further remove artificial geographic barriers between programs and make HSD programs more accessible to students. It has also created a circumstance where potential students may *shop* HSD programs. The SAEC Leadership Committee and SAEC Executive Director recommend that SAEC member districts work together to align and adopt Adult Education HSD graduation requirements. This topic is a discussion item to develop an understanding of the need for action, propose a solution, and answer questions about implications. No action requested at this time.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

3 year plan