



SAEC Board Meeting Agenda

December 3, 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 – November 5, 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, Cutler-Orosi--Robert Gonzalez
 - 4.2 Member Effectiveness Report, Corcoran--Brian Brazier
 - 4.3 WIOA II Update--John Werner
 - 4.4 California Adult Education Program Technical Update--John Werner

5. Action Items
 - 5.1 Cancel SAEC Board Meeting 01/07/20

6. Adjournment

2019/20 SAEC Board Meeting Schedule: 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 11/05/19, 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; Liset Caudillo, Proteus; Erika DeLaCruz, Farmersville Unified School District; George Eddy, Exeter Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Barbara Marshall, Sequoias Adult Education Consortium; Rich Merlo, Corcoran Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; 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	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Called to order by Brent Calvin at 7:59am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> All present introduced themselves and the school or place they represent. 	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> Minutes from October 1, 2019 Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Tony Rodriguez, Tulare Joint Union High School District Seconded by George Eddy, Exeter 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	Member Effectiveness Report, Tulare Adult School – Larriann Torrez	<ul style="list-style-type: none"> Shared Locations Shared Current Programs Shared New Classes <ul style="list-style-type: none"> ➤ Integrated Education and Training (IET) Classes <ul style="list-style-type: none"> ▪ Culinary training, Custodian Training, and 	

		<p style="text-align: center;">Paraprofessional Training</p> <ul style="list-style-type: none"> ➤ Applied Digital Skills-Google , Census Job Preparation Class, and Microsoft Office 2019 • Shared total leveraged funds by Program Area for 2018-2019 <ul style="list-style-type: none"> ➤ LCFF, other state grants – ETP, contracted services and WIOA II • Shared Demographics <ul style="list-style-type: none"> ➤ Most of the students are between 25 – 29 years of age ➤ Student by Ethnicity <ul style="list-style-type: none"> ▪ 80% are Hispanic ▪ Serve more females • Shared Enrollment by Program • Shared NRS Performance and NRS Table 4 • Payment Point Summary 2017-2018 <ul style="list-style-type: none"> ➤ Total of 530 ➤ Would like to improve in Citizenship and IET ➤ 2018-2019 captured less students but earned more payment points • Consortium Three Year Plan Progress <ul style="list-style-type: none"> ➤ Tulare Adult is doing Goals 1, 3 and 4 • Tulare Adult is getting ready for mid-year WASC visit 	
4.2	<p>Member Effectiveness Report, Hanford Adult School – Heather Keran</p>	<ul style="list-style-type: none"> • Shared Current Programs • Leveraged Funds <ul style="list-style-type: none"> ➤ Majority of money goes into ABE, ESL and Jail Ed Programs • Barriers <ul style="list-style-type: none"> ➤ Old paradigms and disconnects <ul style="list-style-type: none"> ▪ Dislike of school because it will be like the first time ▪ Too old ▪ Job vs Education ▪ Relearning to be a student again while balancing family and jobs ➤ Immigration ➤ Inflexibility of employers ➤ A bonus with barriers 	

		<ul style="list-style-type: none"> ▪ Large influx of students from local charters and JC Montgomery ▪ Learning self-discipline/court appointed over willingness <ul style="list-style-type: none"> • Changes <ul style="list-style-type: none"> ➤ Refining our approach to College and Career Readiness ➤ Testing secretary is now full-time ➤ Safety <ul style="list-style-type: none"> ▪ Added AM and PM Campus Safety Staff ▪ Participated in Mental Health First Aid ▪ Bringing in social service guest speaker ➤ Addressing Rigor and Relevance ➤ Retirements and Attrition impacted classes • Successes <ul style="list-style-type: none"> ➤ Worked hard on learner persistence ➤ Completers – 139 HSE/HSD graduates ➤ CTE program completions ➤ Grew a NRS education level ➤ For 19/20 first post-test starting on October 14, 2019 ➤ For 19/20 we have 11 graduates so far 	
4.3	California Adult Education Program Technical Update – John Werner	<ul style="list-style-type: none"> • Due dates – ongoing • Shared professional development resources <ul style="list-style-type: none"> ➤ Leadership committee has created a google calendar to keep up with professional development ➤ Data & Accountability Roadshow – San Bernadino 11/21/19 ➤ National & State Associations ➤ CCAE State Conference in Sacramento, April 23 – 25, 2020 ➤ ACCE and CAEAA conferences coming up 	
5	Action Items		
5.1	WIOA Title II Consultant Contract – John Werner	<ul style="list-style-type: none"> • Would like to hire a consultant to help write the WIOA application <ul style="list-style-type: none"> ➤ Helps us to be aligned as a collaborative ➤ Mitch Rosin is an expert that knows our world of work ➤ Approximate cost \$16,800 • November 2019: Virtual Meeting with Member Districts. Coordinate collection of member-specific data for WIOA applications • December 2019: Ongoing virtual meetings with Member Districts. Submit Draft 1 of WIOA applications for Member District review 	<ul style="list-style-type: none"> • Motioned by Tony Rodriguez, Tulare Joint Union High School District • Seconded by Tamara Ravalín, Visalia Unified School District • Vote: All approved None opposed Motion Carried

		<ul style="list-style-type: none"> January 2020: On-site meetings with Member Districts. Submit draft final of WIOA applications for Member District review 	
5.2	Data Consultant Contract – John Werner	<ul style="list-style-type: none"> Data meetings <ul style="list-style-type: none"> Facilitate the establishment of SAEC Data Communities of Practice (Data PLCs) Facilitate 2 meetings (3 hours each; Q1 and Q3) Create agenda and supporting documents Provide hands-on technical guidance and support Initial individual school support \$7,665 (1,095 x7 schools) <ul style="list-style-type: none"> Review and Clean-up individual school data via remote access Facilitate the creation of school data management improvement plans Provide phone support for the remainder of the 2019/20 school year to individual schools Provide remote screen sharing support for the remainder of the 2019/20 school year to individual sites Provide a face-to-face meeting for each school Provide hands-on technical assistance and training to each site Estimated Project Cost: \$9,965.00 <ul style="list-style-type: none"> Would like to hire Karina Vera 	<ul style="list-style-type: none"> Motioned by Rich Merlo, Corcoran Unified School District Seconded by Victor Rosa, Hanford Joint Union High School District Vote: All approved None opposed Motion Carried
5.3	COABE National Conference 2020, Out of State Travel Request – John Werner	<ul style="list-style-type: none"> COABE National Conference 2020 is an out of state conference <ul style="list-style-type: none"> Baltimore, Maryland – April 5 – 8, 2020 Requires Board approval to attend Estimated total cost per attendee \$2,000.00 	<ul style="list-style-type: none"> Motioned by Tamara Ravalín, Visalia Unified School District Seconded by Tom Rooney, Lindsay Unified School District Vote: All approved None opposed Motion Carried
5.4	SAEC Report on Governance Compliance of Rules and Procedures – Brent Calvin	<ul style="list-style-type: none"> Changes to report on Governance Compliance of Rules and Procedures <ul style="list-style-type: none"> Item 12 D: COLA area <ul style="list-style-type: none"> Changed “may” to “shall” Item E: Kept the language “shall” Item F: Deals with non-cola increases <ul style="list-style-type: none"> New above-based process 	<ul style="list-style-type: none"> Motioned by Tony Rodriguez, Tulare Joint Union High School District Seconded by George Eddy, Exeter Unified School District Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> Adjourned meeting at 9:03am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of December 3, 2019

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Robert Gonzalez, Administrator Cutler-Orosi
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Robert Gonzalez, Administrator Cutler-Orosi
AGENDA TITLE: **Member Effectiveness Report, Cutler-Orosi**

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 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 3, 2019

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Brian Brazier, Administrator Corcoran
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Brian Brazier, Administrator Corcoran
AGENDA TITLE: **Member Effectiveness Report, Corcoran**

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 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 3, 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: WIOA Title II Update Report

AGENDA SECTION:

- Public Recognition/Proclamations
- Public Comment/Public Interest Announcements/Status Reports
- General Agenda: Review/Public Hearing/Information/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. The 2020 application portal opened on 11/22. The application consists of two primary components: a preliminary demonstration of effectiveness followed by the actual main application. The demonstration of effectiveness is due on or before 12/23/19. Applicants who successfully demonstrate effectiveness will be allowed to apply for the grant. The SAEC Leadership Committee and Executive Director have been working with consultant Mitch Rosin to complete each applying member's demonstration of effectiveness and have created a strategic plan to complete the final WIOA II application. This report from SAEC Executive Director John Werner will provide the Board with a status update on that work.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A: Status Report

FINANCIAL IMPACT:

N/A

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. 5.1

Board Meeting Date of December 3, 2019

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Brent Calvin, Superintendent/President, College of the Sequoias
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Brent Calvin, Superintendent/President, College of the Sequoias
AGENDA TITLE: **SAEC Board Meeting January 7, 2020 Cancellation**

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The next SAEC Board meeting is scheduled for January 7, 2020. Most member districts will be on winter break. It is recommended that the SAEC Board take action to cancel the January 7, 2020 meeting. The next Board meeting will then be on February 4, 2020.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Cancellation of January 7, 2020 regularly scheduled SAEC Board meeting.

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC Board will hold regular meeting in accordance with the SAEC Regional Comprehensive Plan, Annual Plans, and SAEC Governance Document.