



SAEC BOARD MEETING AGENDA

March 2, 2021, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/85136537224?pwd=WTRXeUFHTGhjNTViSWhhbUhva1hEZz09>

Meeting ID: 851 3653 7224

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Meeting ID: 851 3653 7224

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1. Opening Business
 - 1.1. Call to Order
 - 1.2. Establish Quorum
 - 1.3. Welcome and Introductions
2. Approval of Minutes – February 2, 2021
 - 2.1. <https://drive.google.com/file/d/1bw6oWsyKuQZOjERUheQNaXb7sAT3Y6Y/view?usp=sharing>
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. **College of the Sequoias Member Effectiveness Report**--Jonna Schengel, CTE Dean, COS
 - 4.1.1. BAI Link:
<https://drive.google.com/file/d/1WCLRT0sUrNWX884aUqZLaofkwfeR6Alf/view?usp=sharing>

4.2. **Farmersville Adult School Member Effectiveness Report**--Erika De La Cruz, Principal, FAS

4.2.1. BAI Link:

<https://drive.google.com/file/d/16ArEttcdVCEJBNUX7sw6YI5aXzX0q1WP/view?usp=sharing>

4.3. **Visalia Adult School Member Effectiveness Report**--Tami Olson, Principal VAS

4.3.1. BAI Link: <https://drive.google.com/file/d/1yzqKCYsW789ET-ayADaPYKbjlCflbXfR/view?usp=sharing>

4.4. **SAEC Allocation Planning 2021/22**--John Werner

4.4.1. Leadership Committee Recommendation

4.4.2. BAI Link: <https://drive.google.com/file/d/15g4JW-ZyxruCF2OUI89weijSzp52WaVa/view?usp=sharing>

4.5. **CAEP Technical Update**--John Werner, Executive Director SAEC

4.5.1. BAI Link:

https://drive.google.com/file/d/1VA8m4Zag8Pz5QfCuVas_AZ8nR_bOqreO/view?usp=sharing

5. Action Items

N/A

6. Adjournment

Next Meeting: 3/2/2021 8AM via Zoom

SAEC Consortium Board Meeting
Zoom Virtual Meeting
Meeting 02/02/21, 8:00 – 9:00 am
Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Carmen Becerra, Sequoia Adult Education Consortium Navigator; 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 Adult Education; Laura Gonzalez, Woodlake Unified School District; Vivian Hamilton, Tulare Joint Union HSD; Troy Hayes, Alpaugh Unified School District; Adela Hernandez, Woodlake Family Resource Center; 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; Tamara Ravalín, Visalia Unified School District; Karyn Ruiz, President, CCAE Central Section; Tony Rodriguez, Tulare Joint Unified School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Jonna Schengel, College of the Sequoias; 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; Edward William, Tulare County

	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 8:02am 	
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 December 1, 2020 Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Laura Gonzalez, Woodlake Unified School District Seconded by Victor Rosa, Hanford Joint Union High 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 Recognition of California Council for Adult Education State and Central section 2020 Award Winners – Karyn Ruiz, President, CCAE Central Section	<ul style="list-style-type: none"> ● CCAE 2020 State Lifetime Membership Award <ul style="list-style-type: none"> ➤ Brian Kelly, Tulare Adult School ➤ Lori McClintick, Visalia Adult School ● CCAE State Award of Merit <ul style="list-style-type: none"> ➤ John Werner, Sequoias Adult Education Consortium ● CCAE 2020 State Awards Central Section: Excellence in Teaching <ul style="list-style-type: none"> ➤ Ginger Allen, Visalia Adult School ➤ Rosalyn Conwell, Tulare Adult School ● CCAE 2020 Central Section Award: David Eshelman Outstanding Contribution <ul style="list-style-type: none"> ➤ Lori McClintick – Visalia Adult School ● CCAE 2020 Central Section Award: Partner in Adult Education Excellence <ul style="list-style-type: none"> ➤ Adela Hernandez, The Woodlake Family Resource Center 	
4.2	Council on Adult Basic Education (COABE) 2021 National Election – John Werner	<ul style="list-style-type: none"> ● Voting is now open and closes March 23, 2021 <ul style="list-style-type: none"> ➤ President-Elect Candidate: Larriann Torrez ➤ Region 6 Representative Candidate: John Werner 	
4.3	SAEC Allocation Planning 2021/2022 – John Werner	<ul style="list-style-type: none"> ● Governors January Budget <ul style="list-style-type: none"> ➤ 1.5% COLA (as of Preliminary Budget) <ul style="list-style-type: none"> ▪ Equity gap between large and small districts in funding <ul style="list-style-type: none"> ○ Large schools = 87.69% of funding; 77.86% of FTEs ○ Small schools = 6.2% of funding; 8.60% of FTEs ▪ Preliminary 21/22 COLA = 1.5% <ul style="list-style-type: none"> ○ \$147,505.53 total ○ Large school 2021/22 COLA = \$129,343.47 ○ Small school 2021/22 COLA = \$9,139.19 ▪ SAEC policy describes COLA as a percentage OR as a new money “bucket” ▪ Recommended Fiscal Allocation Equalization in 2021/22 ➤ Chancellor’s view – COLA is for everyone <ul style="list-style-type: none"> ▪ We would follow up with an amendment of CFAD with our 	

changes

- Doing this 2 years in a row the State would mark it as permanent
 - Question is, “What do we want to do?”
 - Can it be done equitably?
 - All schools have to deal with increases in salaries and more which means cuts
- Executive Budget Work Group recommendation
 - Treat COLA as new dollar amount, not as a percentage increase
 - Multiple allocation models explored
 - Allocate 2021/22 COLA to small districts as an equalization
 - 2021/22 COLA divided between small schools using an ADA formula based on reported 2019/20 program area hours (program hours converted to FTEs at 525 hours = 1 FTE)
 - Small schools defined as those that have the smallest historic fiscal allocation: Corcoran, Cutler-Orosi, Farmersville, Lindsay and their beneficiaries. Exeter included under Visalia (Visalia to provide increase to Exeter COLA with VUSD not taking any new funds)
 - SAEC Office, Tulare, Visalia and COS would receive no COLA
 - Affects 2021/22 COLA allocation only. Future year COLA not affected
 - John Werner showed PowerPoint on what the raw numbers would look like
 - At this point it is coming before the SAEC Board as a proposal
- Discussion
 - There is an equity concern
 - Difficult discussion because no one is wrong
 - Larger schools will have to cut staff
 - ADA can be problematic
 - CAEP is not funded based on ADA (apportionment)
 - Each school generates ADA differently as each provides different program types and different scope of each program type
 - Example: CTE is a more expensive program and ADA is limited

		<ul style="list-style-type: none"> ○ Programs like ASE and ESL generate more program hours with fewer fiscal resources <ul style="list-style-type: none"> ❖ These programs can utilize distance learning hours towards program hours more readily whereas CTE programs are limited in distance learning hour accrual ➤ Concern: service provision can extend beyond district boundaries and immediate community <ul style="list-style-type: none"> ▪ Some schools are serving a large population outside of their communities ➤ WIOA Revenues <ul style="list-style-type: none"> ▪ Smaller schools getting it for first time ▪ Larger schools have been using it ➤ Was everything looked at as a total package? <ul style="list-style-type: none"> ▪ The SAEC Board determines allocation of CAEP revenues ➤ Adult Education has not been equalized to 2008 funding levels <ul style="list-style-type: none"> ▪ Statewide, the program has not been restored to pre-2008 funding levels ▪ AE programs have reduced force each year ▪ We want all adult schools to grow ➤ Large schools anticipate reduction in force if they do not receive COLA ➤ Leveraging of LCFF revenues by members <ul style="list-style-type: none"> ▪ Some smaller schools are not using CAEP money for admin. costs ▪ Lindsay AE funded 46% from LCFF ▪ Farmersville AE funded 43% from LCFF ▪ All members who had a LEA funded adult education program in 2013/14 are still receiving sublimated adult education revenues (see Appendix 15 of the district LCFF for the dollar amount) ➤ Voting requirement for fiscal decisions <ul style="list-style-type: none"> ▪ A reduction of funds to any member requires a unanimous vote. The affected member must vote yes to a reduction of funds ▪ Allocation of new revenues only requires a majority vote ● More discussion at next SAEC Board meeting <ul style="list-style-type: none"> ➤ SAEC Leadership Committee will also provide a fiscal allocation recommendation at the March 2SAEC Board meeting 	
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<p>4.4</p>	<p>Lindsay Adult School Member Effectiveness Report – Dennis Doane, Principal LAS</p>	<ul style="list-style-type: none"> ● Lindsay Adult School Member Effectiveness Report <ul style="list-style-type: none"> ➤ Tom Rooney – Superintendent ➤ Dennis Doane – Principal ➤ Current programs <ul style="list-style-type: none"> ▪ ABE ▪ ASE <ul style="list-style-type: none"> ○ High School Diploma ○ High School Equivalency Test (HiSet) ○ Citizen Prep course ➤ Changes for 2020-2021 <ul style="list-style-type: none"> ▪ Online registration and assessment ▪ More structured Hybrid learning ▪ Increase enrollment <ul style="list-style-type: none"> ○ Now teach HiSet and administer the test in Spanish ▪ Return of Civics course in Spanish and English ▪ Micro College coming to Lindsay <ul style="list-style-type: none"> ○ Based out of Jesup University in California ○ Will set up a 2 year college credit free of charge then the student can make the next step to 4 year college ▪ Increased direct instruction time ➤ Total leveraged funds by program area 2019-2020 <ul style="list-style-type: none"> ▪ 40% of budget is contribution by the District ▪ 72% of our entire budget is from the District ➤ Progress indicator #1 <ul style="list-style-type: none"> ▪ Rise in attendance ➤ Progress indicator #2 <ul style="list-style-type: none"> ▪ Seen progress in their literacy rates ➤ Graduates continue to increase ➤ Progress indicator #3 <ul style="list-style-type: none"> ▪ Awarded WIOA funds(py1 2021/22) ➤ Progress indicator #4 <ul style="list-style-type: none"> ▪ Lindsay adult education has aligned in the following academic areas <ul style="list-style-type: none"> ○ ABE – Aztec ○ HSD – Edgenuity ○ HSE (HiSet) – Aztec ○ Citizenship Prep – www.uscis.gov ○ ESL in Lindsay is facilitated by COS 	
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<p>4.3</p>	<p>Corcoran Adult School Member Effectiveness Report – Brian Brazier, Administrator CAS</p>	<ul style="list-style-type: none"> ● Corcoran Adult School Member Effectiveness Report <ul style="list-style-type: none"> ➤ Shared Mission and Vision statement ➤ WASC Status: Candidacy ➤ Locations <ul style="list-style-type: none"> ▪ Corcoran and Alpaugh ➤ Current Programs <ul style="list-style-type: none"> ▪ HSE – 2 courses ▪ ESL – 2 courses ▪ Citizenship prep (EL Civics) – multi-leveled ➤ Changes for 2020 - 2021 <ul style="list-style-type: none"> ▪ Hybrid learning ▪ Streamlined pre-testing ▪ Intervention offered through MyPath (Edgenuity) ▪ Job/Career resource through Nepris ▪ Citizenship is open and running ▪ Slight decline in overall enrollment ➤ PowerPoint presentation showing <ul style="list-style-type: none"> ▪ Leveraged funds by program 2019-20 ▪ Enrollment by gender ▪ Enrollment by race ▪ Goal #1 (Sustain enrollment) <ul style="list-style-type: none"> ○ COVID caused a 16% drop in enrollments ▪ Goal #4 (Align curriculum) <ul style="list-style-type: none"> ○ ABE – Aztec ○ ESL – Burlington ○ HSD – Edgenuity ○ Citizenship Prep – www.uscis.gov ▪ SAEC progress indicators <ul style="list-style-type: none"> ○ Indicator #1 - Will maintain or exceed current year enrollments ○ Indicator #2 - Will demonstrate increased literacy rates as demonstrated through the CASAS testing system <ul style="list-style-type: none"> ❖ Make sure students are pre and post tested ○ Indicator #3 – Have completed a WIOA II application <ul style="list-style-type: none"> ❖ WIOA funded (PY1 2021/22) ○ Indicator #4 – Have implemented an aligned curriculum 	
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		<ul style="list-style-type: none"> ▪ Quotes on PowerPoint show quotes of students that are thankful for the 2nd chance to achieve 	
4.4	CAEP Technical Update – John Werner	<ul style="list-style-type: none"> ● Reminder of due dates <ul style="list-style-type: none"> ➢ https://caladulthood.org/DueDates 	
4.5	Adult Education Technical Update – John Werner	<ul style="list-style-type: none"> ● Professional Development 	
5	Action Items	<ul style="list-style-type: none"> ● N/A 	
5.1	News and Review Marketing Campaign – John Werner	<ul style="list-style-type: none"> ● Goal is to engage N&R Publications in created a print, social media, and video marketing product for distribution across the consortium <ul style="list-style-type: none"> ➢ Focus on outcomes, not institutions <ul style="list-style-type: none"> ▪ Leverage student success stories and student goal attainment to describe regional partnership successes ➢ Will go out to all major local newspapers ➢ 12 page print document insert ➢ Social media products ➢ 1 minute video ● Cost: \$62,335.30 <ul style="list-style-type: none"> ➢ Funded by SAEC Office <ul style="list-style-type: none"> ▪ 2020/21 cost savings available because of reduced marketing and outreach (COVID restricted) ▪ total cost will be offset by these cost savings ● John Werner will meet with News and Reviews <ul style="list-style-type: none"> ➢ Step one will be a storyboarding session with N&R staff to develop themes and story lines. ➢ Timeline: Publish in May/June 	<ul style="list-style-type: none"> ● Motioned by Tamara Ravalín, Visalia Unified School District ● Seconded by Victor Rosa, Hanford Joint Union High School District ● Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> ● Adjourned meeting at 9:07am ● Next meeting will be the first Tuesday in March <ul style="list-style-type: none"> ➢ March 2, 2021 at 8:00am via Zoom 	<ul style="list-style-type: none"> ● Motioned by Tony Rodriguez, Tulare Joint Unified School District ● Seconded by Laura Gonzalez, Woodlake Unified School District ● Vote: All approved None opposed Motion Carried

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of March 2, 2021

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Jonna Schengel, CTE Dean, COS
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Jonna Schengel, CTE Dean, COS
AGENDA TITLE: Member Effectiveness Report, College of the Sequoias

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. 4.2

Board Meeting Date of March 2, 2021

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Erika De La Cruz, Principal, Farmersville Adult School
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Erika De La Cruz, Principal, Farmersville Adult School
AGENDA TITLE: Member Effectiveness Report, Farmersville 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 March 2, 2021

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Tami Olson, Principal VAS
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Tami Olson, Principal VAS
AGENDA TITLE: Member Effectiveness Report, Visalia 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. 4.4

Board Meeting Date of March 2, 2021

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

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, SAEC begins discussion about next year allocations beginning November 1 of current year. The SAEC Board has heard a recommendation from the fiscal advisory task force as convened by the SAEC Executive Director. That task force recommendation at the last regularly scheduled SAEC Board meeting proposed to withhold the preliminary 2021/22 COLA from Hanford JUHSD, Tulare UHSD, Visalia USD, the SAEC Office, and College of the Sequoias. That task force then recommended that the total preliminary 2021/22 COLA (1.5% with a valuation of \$147,506.00) would be allocated to the remaining direct funded members using a FTEs formula.

The SAEC Leadership Committee, a standing SAEC governance committee, will propose a recommendation to the SAEC Board at this meeting.

Furthermore, the Consortium has recently been made aware that California Adult Education Program fiscal policy does not allow withholding of COLA from any member.

The SAEC Board will consider the SAEC Leadership Committee recommendation, and the CAEP fiscal policy to provide guidance to the SAEC Executive Director and SAEC Leadership Committee in designing a 2021/22 fiscal allocation schedule or schedules. The SAEC Executive Director will provide a 2021/22 fiscal allocation schedule(s) to the SAEC Board for actionable vote at the regularly scheduled April board meeting.

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. 4.5

Board Meeting Date of March 2, 2021

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 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.