



SAEC Board Meeting Agenda

April 3, 2018 8:00 AM – 10:00 AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Stan Carrizosa and Drew Sorensen

1. Opening Business
 - 1.1 Call to Order
 - 1.2 Establish Quorum-Roll Call of Member Designees
 - 1.3 Welcome and Introductions
2. Approval of Minutes – March 6, 2017
3. Public Comment – General public comment on any SAEC related topic may be heard at this time. The SAEC 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. Pursuant to SAEC Policy the SAEC Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items:
 - 4.1 County Superintendent of Schools Candidates, 2018—Stan Carrizosa
 - 4.2 AEBG Funding Support NASCAR Letter—John Werner
 - 4.3 SAEC ABE/HSD Navigator opening—John Werner
 - 4.4 AEBG Technical Update—John Werner
 - 4.5 SAEC Partner Application Process—John Werner
 - 4.6 Visalia Adult School Member Report—Lori McClintick
5. Action Items:
 - 5.1 SAEC 2018/19 CFAD Final—John Werner
6. Discussion Items
 - 6.1 SAEC 2018/19 Governance Document Draft Review—John Werner
 - 6.2 SAEC 2018-21 MOU Draft Review—John Werner
 - 6.3 SAEC Co-Chair Selection Planning—Stan Carrizosa
 - 6.4 SAEC June 5th Meeting—Stan Carrizosa
7. Adjournment

SAEC Board Meeting Schedule: 05/01/18, 06/05/1/8*

SAEC Board Meeting
College of the Sequoias Board Room 1
Meeting 03/06/18, 8:00 - 10:00 am
Co-chairs: Stan Carrizosa & Drew Sorensen

In Attendance:

John Arriola, Corcoran Joint Unified School District; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doan, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Brian Griffin, Lindsay Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Lori McClintick, Visalia Adult School; Todd Oto, Visalia Unified School District; Don Rhyne, SAEC ABE Navigator; Tom Rooney, Lindsay Unified School District; Drew Sorensen, Woodlake 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 Library; Nicola Wissler, Visalia Chamber.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:04 am. 	
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 February 6, 2018 SAEC Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District Seconded by Todd Oto, Visalia Unified School District Vote: All approved, None opposed, Motion Carried
3	Public Comment	<ul style="list-style-type: none"> None 	
4	Information Items		
4.1	AEBG Technical Update – John Werner	<ul style="list-style-type: none"> AEBG Preliminary Allocations <ul style="list-style-type: none"> COLA for 2018-19 is \$374,311.84 <ul style="list-style-type: none"> Distribution to each site is approximately 4.1 percent Total award for 2018-19 is \$9,503,869.00 	

		<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ What is the allocation? <ul style="list-style-type: none"> ▪ Original allocation based on maintenance of effort ▪ \$1.88 million based by strategy <ul style="list-style-type: none"> • prioritized by our plan • cost of living percentage on top of that ➤ Will we ever review to modify? <ul style="list-style-type: none"> ▪ Fully implement what we have started before we change ▪ Money has been guaranteed for each school. Will need a shift in state law before we change allocations ▪ Possibility of incentive funding in the future by the state ▪ Current funding strategy helped protect the smaller communities—some received service that swept adult ed. funds. ➤ It was suggested that we go back to the table as new dollars come in but we need to look at: <ul style="list-style-type: none"> ▪ What are we doing to advance the consortium ▪ Are we truly collaborating and supporting one another ▪ Need to look at ourselves as a central hub ▪ ADA will disburse the dollars to little amounts • It was asked if we want to keep the current COLA % increases to member allocations or use a strategy based allocation method—keep the percentage increase and explore strategy based funding with future increases in funding. • When we look at it next year we need to: <ul style="list-style-type: none"> ➤ Take a look at the key elements of our plan ➤ Prioritize strategies. Have some gone unfunded? <ul style="list-style-type: none"> ▪ Revisit others for further budget allocations ➤ Explore centralized decision making body to prioritize resources ➤ Build a stronger connections region wide 	<ul style="list-style-type: none"> • It was agreed that we will leave the plan the way it is • We will set a couple of study type meetings for next fiscal year
4.2	Lindsay Adult School Member Report – Dennis Doane	<ul style="list-style-type: none"> • Brand New Logo • Current Programs <ul style="list-style-type: none"> ➤ Diploma Completion Courses, GED/HiSET Preparation, Citizenship Prep Classes and Adult Basic Ed Classes • Barriers <ul style="list-style-type: none"> ➤ Child Care ➤ Day Time Offerings 	

		<ul style="list-style-type: none"> ▪ Students work schedule fluctuate that they need some options to get their courses done ➤ Career Technical Opportunities <ul style="list-style-type: none"> ▪ Students want skill based courses • Changes <ul style="list-style-type: none"> ➤ Lindsay Adult Education became a stand-alone school ➤ 3 part time instructors ➤ Pursuing WASC Accreditation this year <ul style="list-style-type: none"> ▪ Meeting with them on May 22nd • Successes <ul style="list-style-type: none"> ➤ Last year's enrollment 26. This year's enrollment 75. <ul style="list-style-type: none"> ▪ HISET prep was the most helpful class for students ➤ Added Citizenship Prep class ➤ Collaboration with SAEC Consortium ➤ WASC Initial visitation confirmed for May 2018 ➤ Lindsay Adult Education is aligned with Lindsay Unified District "Vision For Adult Education" • Discussion <ul style="list-style-type: none"> ➤ Suggestion of having a class that is offered both in the day and evening (same class) and students could attend the one that works for their schedule that week <ul style="list-style-type: none"> ▪ Currently we have curriculum that is that same at each adult school, using Aztec that will give flexibility to students ➤ Transportation has been an issue for students wanting CTE course from other schools <ul style="list-style-type: none"> ▪ Research hiring contract service with other companies 	<ul style="list-style-type: none"> • Transportation issues are something we need to continue to look at
4.3	William M. Maguy School of Education, A Division of Proteus, Inc. Partner Report – Ken Kurts	<ul style="list-style-type: none"> • Ken Kurts is currently the interim director • Current Programs <ul style="list-style-type: none"> ➤ Career and Technical Education Trainings <ul style="list-style-type: none"> ▪ Truck Driving, Office Automation, Photovoltaic "Solar" Design & Installation and Energy Efficiency & Renewable Energy Technician ▪ Computer classes in Wasco and McFarland ➤ Academic Programs (Visalia, Porterville and Hanford) <ul style="list-style-type: none"> ▪ English as a Second Language, Citizenship Classes, High School Equivalency Preparation and Adult Basic Education 	

- Barriers
 - Funding
 - Referrals
 - Regulations
 - Limited on what they are able to do
 - Ability to Benefit
 - Test they are required to give if they do not have HSD
 - If they do not pass they don't come back even when they are able to retake it as many times as they want
 - Transportation
- Changes
 - New Staff and Title Changes
 - CEO and Executive Director, Interim Director, Student and Employer Outreach Specialist, Compliance and Records Office, Admissions and Registrar, Education Program Assistant, Office Automation Instructor, Employer Service Representative
 - Programs
 - Moved Office Automation and Truck Driving classes, Closed Delano and Fresno Green Classes, only offer Forklift Recertification for now and Construction Energy Efficiency class in Visalia, Construction only is closed
- Successes
 - 87% Placement for Truck Driving
 - 70% Placement for Office Automation
 - Successful 2017 State Inspection BPPE
 - HEP Graduates
 - Citizenship Graduates
 - Receiving two vans through USDA
 - Will help with offsite class training
- Questions
 - What do they need to be referred
 - They have income requirements
 - Farmworker or packing house background
 - By any member in the family for all family members to qualify

4.4	Velocity Tour 2018 – Carmen Becerra (Presented by John Werner)	<ul style="list-style-type: none"> • Kicks off Ault Education Week, April 9-13, 2018 <ul style="list-style-type: none"> ➢ Reminder to everyone to have resolutions passed by their School Boards ➢ Mr. Werner wants to send a letter to Sacramento campaigning for more money <ul style="list-style-type: none"> ▪ Will use everyone's logos in the letter • New Season • New Locations 	
5	Action Items		
5.1	Professional Development, Aztec Teacher Training March 20th – John Werner	<ul style="list-style-type: none"> • Aztec will provide training to Adult Education teachers – Motivating the Adult Learner and Using Aztec Software to Engage Students” <ul style="list-style-type: none"> ➢ March 20, 2018 ➢ Will be held at Tulare District Office ➢ Will be able to take up to 30 participants ➢ Estimated Cost: \$2,500.00 <ul style="list-style-type: none"> ▪ Will come out of the SAEC office budget ▪ Schools will be responsible for teachers pay and travel expenses 	<ul style="list-style-type: none"> • Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District • Seconded by Todd Oto, Visalia Unified School District • Vote: All approved, None opposed, Motion Carried
5.2	Full Capacity Consultant Contract, Public Service Pathway Map – John Werner	<ul style="list-style-type: none"> • Update our SAEC website <ul style="list-style-type: none"> ➢ Add Public Service Pathway <ul style="list-style-type: none"> ▪ Fireman ▪ Police ▪ EMT ▪ Administration of Justice ➢ Came as a request from the CTE Committee ➢ Estimated Cost: \$4,575.00 <ul style="list-style-type: none"> ▪ Will come out of the SAEC office budget • Timeline for completing <ul style="list-style-type: none"> ➢ SME meeting in May ➢ Programing in May/June ➢ Will go live in June 	<ul style="list-style-type: none"> • Motioned by Lori McClintick, Visalia Adult School • Seconded by Drew Sorensen, Woodlake Unified School District • Vote: All approved, None opposed, Motion Carried
6	Discussion Items		
6.1	SAEC 2018/19 Governance Document Draft Review – John Werner	<ul style="list-style-type: none"> • Changes were made on Governance Document numbers 1-4, 6-9, and 11-15 	

6.2	SAEC 2018/21 MOU Draft Review – John Werner	<ul style="list-style-type: none"> • Changes were made to the 2018-19 MOU Draft numbers 2, 4, 8 and 12 <ul style="list-style-type: none"> ➢ Remaining changes are dates 	
6.3	SAEC 2018/19 CFAD Draft Review	<ul style="list-style-type: none"> • Consortium Membership <ul style="list-style-type: none"> ➢ Representative name changes • Member Allocations <ul style="list-style-type: none"> ➢ Adjusted for COLA= approximately increase of 4.1% • Allocation Changes <ul style="list-style-type: none"> ➢ Lindsay allocation explained 	<ul style="list-style-type: none"> • CFAD is due May 1st <ul style="list-style-type: none"> ➢ Action will be taken in April
7	Adjournment	<ul style="list-style-type: none"> • Next meeting will be April 3, 2018 at 8:00 a.m. at COS, in the Sequoias Room 1 • Meeting adjourned at 10:00 a.m. 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of April 3, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: Stan Carrizosa, Superintendent/President, College of the Sequoias

AGENDA TITLE: County Superintendent of School Candidates, 2018

AGENDA SECTION:

☐ Public Recognition/Proclamations

☒ Public Comment/Public Interest Announcements/Status Reports

☐ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

Tulare County Superintendent of Schools, Jim Vidak, is retiring June 30, 2018. His successor will be chosen by voters in the June 5, 2018 Primary Election. Candidates for the position include Tim Hire, Anthony Martin, Tony Velasquez, and Craig Wheaton. Formal letters of invitation have been mailed to each candidate inviting them to attend the SAEC Board Meeting on May 1, 2018. Candidates will be provided time to share information about themselves and answer questions from the SAEC Board and meeting attendees.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

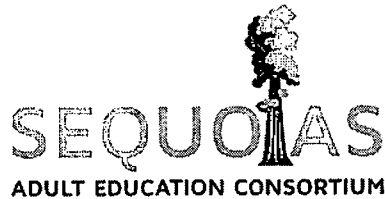
N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Leverage regional resources and align the implementation and delivery of adult education.



March 14, 2018

Dear [COE Candidate].

It is my pleasure formally invite you to the Sequoias Adult Education Consortium Board meeting on May 1, 2018. The meeting is held from 8:00AM-10:00AM in Sequoias Room 1 at the College of the Sequoias. We are inviting all candidates running for the Tulare County Superintendent of Schools to join us and share a few words about themselves and their goals. We will also have opportunity for SAEC Board members and SAEC Partner representatives to ask candidates questions. The SAEC Board is interested in how you view the role of adult education in our region and how you see the County Superintendent's role supporting regional adult education efforts.

The Sequoias Adult Education Consortium was established in the spring of 2014, bringing together adult education providers in School Districts and the College of the Sequoias to develop a regional comprehensive plan to better serve the educational needs of adults in our region. The consortium covers parts of Tulare and Kings Counties and its membership is made up of the College of the Sequoias and the ten school districts within the geographic boundaries of the college district. Additionally, the consortium includes partner organizations representing local community agencies and community based organizations.

The goal of the Consortium is to better provide adults with education in the following program areas:

Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate.

Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills.

Education programs for adults with disabilities.

Short-term career technical education programs with high employment potential.

Programs for pre-apprentices

More information about SAEC can be found at www.sequoiasadulthood.com. I look forward to seeing you at our May meeting. Please contact Barbara Marshall at (559) 730-7347 to RSVP. Also, feel free to call if you have any questions. Please find a map of the campus and parking permit enclosed.

Sincerely,

John S. Werner
Executive Director,
Sequoias Adult Education Consortium

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of April 3, 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: **AEBG Funding Support NASCAR Letter**

AGENDA SECTION:

☐ Public Recognition/Proclamations

☒ Public Comment/Public Interest Announcements/Status Reports

☐ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC Director, John Werner, submitted letters requesting increased support for AEBG and refinements to ensure the stability of k-12 based adult education to the Governor of California, Jerry Brown, Senate Budget Committee Chair, Holly Mitchell, and Chair Assembly Budget Committee Chair, Phil Ting. Letters were mailed March 9, 2018. Copies attached.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Leverage resources and fill gaps in regional adult education efforts.



Gary Mekeel
Superintendent



COLLEGE OF THE SEQUOIAS
Stan A. Carrizosa
Superintendent/President



ADULT EDUCATION CONSORTIUM

John Werner, Executive Director



Thomas Rooney
Superintendent



Rich Merlo
Superintendent



Tim Hire
Superintendent



Tony Rodriguez
Superintendent



Drew S. Sorensen
Superintendent



Yolanda Valdez
Superintendent



William Fishbough
Superintendent



Randy DeGraw
Superintendent



Todd Oto, Ed.D.
Superintendent

March 9, 2018

The Honorable Jerry Brown
Governor
State of California
Sacramento, CA 95814

RE: FY 18-19 Budget – Adult Education Support & Refinements

Dear Governor Brown:

On behalf of the eleven member districts of Sequoias Adult Education Consortium, we wish to convey our strong support for increased support of the Adult Education Block Grant (AEBG) along with a few refinements to ensure stability for K-12 based adult education in California by providing clear, consistent and stable resources to K-12 adult schools and their community college partners based on the regional plans they've developed under AB 86. Sequoias Adult Education Consortium provides adult education services through its members across Tulare and Kings Counties. We serve this region through:

- 18,457 students served in Adult Basic Education, Courses for Recent Immigrants (English as a Second Language and Citizenship), High School Diploma and Equivalency, Short Term Career Technical Education, Adults with Disabilities, and Jail Education Programs at 30 locations across 2 counties and 2,893 square miles.
- Partnerships with 10 Community Agencies and Organizations
- Increased Job Readiness and Placement, Increased Literacy, Increased Civics Preparation, Increased Community Collaboration, Increased Service Alignment, Increased Community Resource Awareness and Referral.

At its peak in 2005, nearly 1.4 million Californians were enrolled in K-12 based Adult Education programs statewide including English as a Second Language (ESL), citizenship, High School Diploma/GED and basic skills, workforce and career technical training and more. These educational programs play an integral role in providing the means and opportunity for these students to prepare themselves for successful entry into the workforce and as participating members of their communities.

Numerous studies have shown that a preemptive focus on Adult Education actually saves governments money by reducing healthcare, public assistance and incarceration costs. It also improves and expands the nation's available pool of human capital by helping motivated but under educated people achieve gainful employment in today's increasingly high-tech and global job market. K-12 based Adult Education and Career Technical training are one of the most cost-effective tools in the state, with infrastructure and capacity currently in place to meet the need.

While we fully support the AEBG and are committed to the regional coordination called for by the Governor and Legislature, it is critical to increase the funding for and institute refinements necessary to continue to build upon the great work being done regionally. More specifically, we wholeheartedly support the following be included in the FY 18-19 budget:

- *Increase funding for the Adult Education Block Grant (AEBG) by \$110 million to help expand access and institute a cost of living adjustment (COLA) to help offset the cost increases adult schools are facing year over year without a corresponding increase in funding;*
- *Incorporate immigrant integration metrics into the AEBG to ensure the needs of immigrant students who may not yet have the skills to demonstrate outcomes on the current statutory spectrum are not left behind; and*
- *Revising the term "Grant" in the Adult Education Block Grant to align with the intent for it to be a more stable, consistent and ongoing funding source for adult education programs in the state.*

Adult Education is an investment in the future of our community, state and our families, as research shows that better educated parents raise better educated, more successful children, who are less likely to end up in poverty or prison. We strongly urge your support for increased support and these refinements be implemented to provide for ongoing stability for K-12 based Adult Education through a clearly ongoing, dedicated funding source that also provides additional modest funding to help offset rising costs and establishes an advisory group to provide for feedback from the field. These refinements are easily incorporated into the FY 18-19 budget proposal. Ongoing stability and beneficial dialogue based on these refinements will aid school districts in planning their budgets and growing access and support for those in our community who need these programs the most.

We look forward to working with you to include these items in this year's budget framework. They will help build upon the successful AEBG framework and coordination that is taking place at the local level and that is benefitting adult students. If you have any questions or would like to discuss these issues further, please contact Dawn Koepke with McHugh, Koepke & Associates at (916) 930-1993. Thank you!

Sincerely,



John S. Werner
Executive Director, Sequoias Adult Education Consortium

Cc: California Adult Education Administrators Association (CAEAA)
California Council of Adult Education (CCEA)



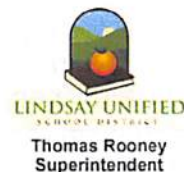
Gary Mekeel
Superintendent



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Yolanda Valdez
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William Fishbough
Superintendent



Randy DeGraw
Superintendent



Todd Oto, Ed.D.
Superintendent

March 9, 2018

The Honorable Phil Ting
Chair, Assembly Budget Committee
State Capitol, Room 6026
Sacramento, CA 95814

RE: FY 18-19 Budget – Adult Education Support & Refinements

Dear Chairman Ting:

On behalf of the eleven member districts of Sequoias Adult Education Consortium, we wish to convey our strong support for increased support of the Adult Education Block Grant (AEBG) along with a few refinements to ensure stability for K-12 based adult education in California by providing clear, consistent and stable resources to K-12 adult schools and their community college partners based on the regional plans they've developed under AB 86. Sequoias Adult Education Consortium provides adult education services through its members across Tulare and Kings Counties. We serve this region through:

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While we fully support the AEBG and are committed to the regional coordination called for by the Governor and Legislature, it is critical to increase the funding for and institute refinements necessary to continue to build upon the great work being done regionally. More specifically, we wholeheartedly support the following be included in the FY 18-19 budget:

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Sincerely,



John S. Werner
Executive Director, Sequoias Adult Education Consortium

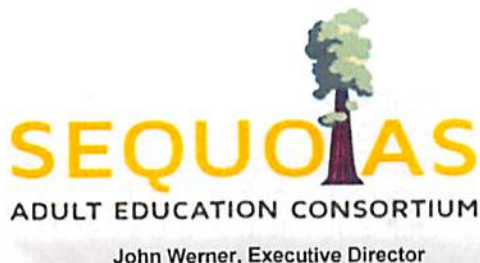
Cc: California Adult Education Administrators Association (CAEAA)
California Council of Adult Education (CCAEE)



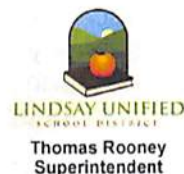
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Superintendent



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Superintendent



Yolanda Valdez
Superintendent



William Fishbough
Superintendent



Randy DeGraw
Superintendent



Todd Oto, Ed.D.
Superintendent

March 9, 2018

The Honorable Holly Mitchell
Chair, Senate Budget Committee
State Capitol, Room 5080
Sacramento, CA 95814

RE: FY 18-19 Budget – Adult Education Support & Refinements

Dear Chairwoman Mitchell:

On behalf of the eleven member districts of Sequoias Adult Education Consortium, we wish to convey our strong support for increased support of the Adult Education Block Grant (AEBG) along with a few refinements to ensure stability for K-12 based adult education in California by providing clear, consistent and stable resources to K-12 adult schools and their community college partners based on the regional plans they've developed under AB 86. Sequoias Adult Education Consortium provides adult education services through its members across Tulare and Kings Counties. We serve this region through:

- 18,457 students served in Adult Basic Education, Courses for Recent Immigrants (English as a Second Language and Citizenship), High School Diploma and Equivalency, Short Term Career Technical Education, Adults with Disabilities, and Jail Education Programs at 30 locations across 2 counties and 2,893 square miles.
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While we fully support the AEBG and are committed to the regional coordination called for by the Governor and Legislature, it is critical to increase the funding for and institute refinements necessary to continue to build upon the great work being done regionally. More specifically, we wholeheartedly support the following be included in the FY 18-19 budget:

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- *Revising the term "Grant" in the Adult Education Block Grant to align with the intent for it to be a more stable, consistent and ongoing funding source for adult education programs in the state.*

Adult Education is an investment in the future of our community, state and our families, as research shows that better educated parents raise better educated, more successful children, who are less likely to end up in poverty or prison. We strongly urge your support for increased support and these refinements be implemented to provide for ongoing stability for K-12 based Adult Education through a clearly ongoing, dedicated funding source that also provides additional modest funding to help offset rising costs and establishes an advisory group to provide for feedback from the field. These refinements are easily incorporated into the FY 18-19 budget proposal. Ongoing stability and beneficial dialogue based on these refinements will aid school districts in planning their budgets and growing access and support for those in our community who need these programs the most.

We look forward to working with you to include these items in this year's budget framework. They will help build upon the successful AEBG framework and coordination that is taking place at the local level and that is benefitting adult students. If you have any questions or would like to discuss these issues further, please contact Dawn Koepke with McHugh, Koepke & Associates at (916) 930-1993. Thank you!

Sincerely,



John S. Werner
Executive Director, Sequoias Adult Education Consortium

Cc: California Adult Education Administrators Association (CAEAA)
California Council of Adult Education (CCAEE)

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

Encl. No. 4.3

Board Meeting Date of April 3, 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: SAEC ABE/HSD Navigator Opening

AGENDA SECTION:

☐ Public Recognition/Proclamations

☒ Public Comment/Public Interest Announcements/Status Reports

☐ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

Effective March 16, 2018 SAEC ABE/HSD Navigator Don Rhyne took a new position within VUSD in another department. Don worked primarily in Lindsay and Tulare Adult Schools. The open SAEC Navigator position has been advertised and the candidate selection process is being conducted. It is expected that new navigator will be retained by May. Site coverage is being provided by current SAEC staff in coordination with site administration to ensure continuity of service provision to SAEC students.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

No new costs.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Provision of Adult Education Services

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of April 3, 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: AEBG Technical Update

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

Periodic technical updates provide the SAEC Board and Partners with information regarding overall AEBG program compliance and policy changes. This update includes summary information on indirect rates, an update on the NOVA Fiscal Reporting System for members, upcoming AEBG technical support events, and AEBG due dates. Detailed information can be accessed via the AEBG website at <http://aebg.cccco.edu/>, or contacting the SAEC Office by phone at 559.730.7347, or by contacting the SAEC Director, John Werner directly at sequoiasadulreddirector@gmail.com.

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.

An act to amend Section 84905 of the Education Code, relating to adult education.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 84905 of the Education Code is amended to read:

84905. The chancellor and the Superintendent, with the advice of the executive director, shall approve, for each consortium, rules and procedures that adhere to all of the following conditions:

(a) Any community college district, school district, or county office 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 shall be permitted to join the consortium as a member.

(b) As a condition of joining a consortium, a member shall commit to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds.

(c) A member of the consortium shall be represented only by an official designated by the governing board of the member.

(d) (1) Decisionmaking procedures are specified that ensure that all of the following conditions are satisfied:

(A) All members of the consortium shall participate in any decision made by the consortium.

(B) A proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment.

(C) The consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly.

(D) (i) The consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults.

(ii) The consortium has considered and responded to any comments submitted by entities pursuant to clause (i).

(iii) For purposes of this subparagraph, entities that provide education and workforce services to adults include, but are not necessarily 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.

(E) The consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision.

~~(E)~~

(F) A decision is final.

(2) For purposes of this subdivision, a decision includes approval of an adult education plan pursuant to Section 84906 and approval of a distribution schedule pursuant to Section 84913.

(e) The members of the consortium may decide to designate a member to serve as the fund administrator to receive and distribute funds from the program.

LEGISLATIVE COUNSEL'S DIGEST

Bill No.

as introduced, _____.

General Subject: Adult education: consortia.

Existing law provides that adult schools and evening high schools shall consist of classes for adults. Existing law authorizes minors to be admitted into those classes pursuant to policies adopted by the governing board of the school district if those minors meet certain eligibility requirements.

Existing law establishes the Adult Education Block Grant Program under the administration of the Chancellor of the California Community Colleges and the Superintendent of Public Instruction. The program requires the chancellor and the superintendent, with the advice of the Executive Director of the State Board of Education, to divide the state into adult education regions and approve one adult education consortium in each adult education region, as specified.

Existing law requires the chancellor and the superintendent, with the advice of the executive director, to approve, for each consortium, rules and procedures that adhere to prescribed conditions.

This bill would add to these rules and procedures a requirement that, in its decisionmaking process, the consortium consider input provided by pupils, teachers employed by local educational agencies, community college faculty, principals,

administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of April 3, 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: SAEC Partner Applications 2018/19

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

SAEC began involving key community stake holders as partners in 2013. SAEC leadership sees value in renewing those relationships and providing opportunity for new organizations to join as partners beginning in the 2018/19. SAEC current regional partners are: ABLE Industries, CSET, Dinuba School District, Kings County JTO, Kings County Rehab, Tulare County Library, Porterville Unified School District, Proteus, Tulare County Sheriff's Department and Workforce Investment Board of Tulare County. Partner organizations are selected by the Consortium Board through an application process. The SAEC Partner Application will be available online beginning April 6, 2018. Applications are due by April 27, 2018. SAEC will select partners on May 1, 2018.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Objective 7: Plans to leverage existing regional structures, including, but not limited to, local workforce investment boards.

Sequoias Adult Education Partner Application 2018

The Sequoias Adult Education Consortium would like to invite your organization to participate in our consortium as a Partner Organization. The Consortium is made up College of the Sequoias and the ten school districts within their geographic region. It is tasked with developing a regional comprehensive plan to better serve the educational needs of adults in our region which covers parts of Tulare and Kings Counties. To learn more about Sequoias Adult Education Consortium, please visit <http://sequoiasadulthood.com/>.

Your organization was identified as a key partner either providing adult education or services that benefit adults in our region and the Consortium would like to learn more about your organization. If your organization is interested in joining SAEC as a partner, please take a few moments to complete this short application.

The Partner Organizations will be invited to participate in the SAEC Regional Comprehensive Planning process alongside the member school districts and COS. Partners will be asked to appoint a representative to participate in the Consortium meetings, participate in the data collection for planning and implementation, and participate with in the Sequoias Adult Education Consortium in events and activities that benefit adult education in our region.

* Required

Name *

Your answer

Organization

Your answer

Title

Your answer

Email Address

Your answer



Phone Number

Your answer

Which of the following best describes your organization?

- ☐ Workforce Investment Board
- ☐ County Office of Education
- ☐ Community Based Organization
- ☐ Correctional Facility
- ☐ Library
- ☐ Other:

Which Sequoias Consortium Members do you currently work with?

- ☐ Alpaugh Unified School District
- ☐ Corcoran Joint Unified School District
- ☐ College of Sequoias
- ☐ Cutler-Orosi Joint Unified School District
- ☐ Exeter Unified School District
- ☐ Farmersville Unified School District
- ☐ Hanford Joint Union School District
- ☐ Lindsey Unified School District
- ☐ Tulare Joint Unified School District
- ☐ Visalia Unified School District
- ☐ Woodlake Unified School District
- ☐ We do not currently partner with any of the members

Please briefly describe your current partnerships with the above selected organization(s).

Your answer

Please briefly describe how you fund or provide adult education in the following area(s). Provide information for all that apply.

Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate

Your answer

Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills

Your answer

Education programs for adults with disabilities

Your answer

Short-term career technical education programs with high employment potential

Your answer

Programs for preapprenticeship

Your answer

Other programs or services that benefit adults

Your answer

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SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.6

Board Meeting Date of April 3, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: Dennis Doane, Lindsay Adult School

APPROVED BY: John Werner, Director

PRESENTED BY: Lori McClintick, Visalia Adult School

AGENDA TITLE: **Visalia Adult School Member Report**

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

SAEC submitted a 2017/18 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2017/18 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 and overall school progress.

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. 5.1

Board Meeting Date of April 3, 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: SAEC 2018/19 CFAD Draft Review

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/**Action**

BACKGROUND/SUMMARY:

The SAEC Consortium Fiscal Administration Declaration (CFAD) reporting enumerates and describes required elements for the Consortium Fiscal Administration Declaration. The CFAD is the process whereby the AEBG consortia members agree upon whether to designate a fiscal administrator or choose direct funding. Additionally, this is the process for members to agree upon their allocations for the 2018-19 fiscal year and make any adjustments from prior years. The SAEC Board will make a decision to fund Lindsay Unified School District and reduce funding to Tulare Joint Union High School District by the same amount. This will remove Lindsay Adult School from under the administrative umbrella of Tulare Adult School. The 2018-19 CFAD will also name two new members to SAEC: Tulare County Office of Education and Kings County Office of Education, both non-funded members.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

\$9,503,869.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC CFAD aligns the distribution of funds to the SAEC Regional Comprehensive Plan and Annual Plan.

57 Sequoias Adult Education Consortium (SAEC)**Fiscal Declaration****CONSORTIUM NAME:** 57 Sequoias Adult Education Consortium (SAEC)**FUNDING CHANNEL:** Direct Funded**Member Allocations**

Member Name	(2018-19)	(2017-18)	(2016-17)
Alpaugh Unified School District	\$0	\$0	\$0
Corcoran Joint Unified School District	\$213,135	\$204,745	\$203,366
Cutler-Drosi Joint Unified School District	\$226,263	\$217,351	\$215,835
Exeter Unified School District	\$0	\$0	\$0
Farmersville Unified School District	\$0	\$0	\$0
Hanford Joint Union High School District	\$694,445	\$667,093	\$662,604
Lindsay Unified School District	\$58,021	\$0	\$0
Sequoias CCD	\$264,413	\$253,996	\$252,284
Tulare Joint Union High School District	\$2,883,077	\$2,825,836	\$2,806,811
Visalia Unified School District	\$5,163,915	\$4,960,534	\$4,988,607
Woodlake Unified School District	\$0	\$0	\$0
Total Allocated to Members	\$9,503,869	\$9,129,557	\$9,129,557
Total AEBG Funds	\$9,503,869	\$9,129,557	\$9,129,557
Total Remaining	\$0	\$0	\$0

Certification**MEMBER REPRESENTATIVE**

Gary Mekeel

SEND REMINDER

Awaiting Submittal

MEMBER REPRESENTATIVE

Rich Merlo

SEND REMINDER

Awaiting Submittal

MEMBER REPRESENTATIVE

Volanda Valdez

3/23/2018

NOVA: Invest & Plan for Student Success

MEMBER REPRESENTATIVE

Tim Hise

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Randy DeGraw

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

William Fishbough

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Tom Rooney

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Stan Carrizosa

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Tony Rodriguez

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Todd Oto

SEND REMINDER

Awaiting Submission

MEMBER REPRESENTATIVE

Drew Sorensen

SEND REMINDER

Awaiting Submission

NOVA - AEBG

Awaiting Submission



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NOVA Site Version: 3.2.0

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 6.1

Board Meeting Date of April 3, 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: SAEC 2018/19 Governance Document Draft Review

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

SAEC must update the documents which describe how the consortium is structured and governed to maintain alignment with changing AEBG law and policy. SAEC annually updates its fiscal allocation declaration as funding levels change. SAEC will be review three documents during this process, the SAEC Governance Document and the SAEC MOU. Today is the second reading of those documents.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

None

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC governance and fiscal documents will maintain alignment with AEBG law and policy.



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.

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

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, Tulare County Office of Education, Kings County Office of Education, 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, Tulare County Office of Education, Kings County Office of Education, 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 roll 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.

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 (4th) 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 (2nd) 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 (3rd) 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 (4th) 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 binding*](#)

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.

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

Encl. No. 6.2

Board Meeting Date of April 3, 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: **SAEC 2018/19 MOU Draft Review: Second Reading**

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, to develop a regional plan to improve the delivery of adult education in the legislated program areas and to address existing gaps in programs and services. 2018/19 will be the fourth year the consortium will receive funding in accordance with California Adult Education Block Grant. Each funding year requires the consortium to renew its MOU to reflect the agreed upon participation and principles for governance. The 2018/19 SAEC MOU will be in force from July 1, 2018 through June 30, 2021 and will supersede previous MOUs. Member LEA Boards will need to take action on the MOU, as separate Boards, to fully authorize participation in the agreement. The MOU requires the signature of both LOCAL LEA Board Presidents and the LEA Superintendents (or lead administrative officer from the LEA to SAEC) once local board action is taken. This is the Boards seconds reading of the 2018/19 MOU.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

None

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The MOU stands as evidence that the SAEC Members intent to work together toward the mutual goal of collaborating to form the Sequoias Adult Education Consortium and to implement the SAEC Regional Three Year Plan.

MEMORANDUM OF UNDERSTANDING
SEQUOIAS ADULT EDUCATION CONSORTIUM

This Memorandum of Understanding shall stand as evidence that the following districts intend to work together toward the mutual goal of collaborating to meet the goals of the Sequoias Adult Education Consortium, hereafter referred to as the Consortium, to improve the delivery of adult education in the Sequoias Adult Education Consortium Region. This agreement is entered into between the following School Districts, hereafter referred to as MEMBERS.

- Alpaugh Unified School District
- College of the Sequoias
- Corcoran Joint Unified School District
- Cutler-Orosi Joint Unified School District
- Exeter Unified School District
- Farmersville Unified School District
- Hanford Joint Union High School District
- Lindsay Unified School District
- Tulare Joint Union School District
- Visalia Unified School District
- Woodlake Unified School District
- Tulare County Office of Education
- ~~Kings County Office of Education~~

1. Visalia Unified School District shall serve as the Consortium Fiscal Coordinator, hereafter referred to as FISCAL COORDINATOR.
2. Term: The term of this MOU shall become effective as of July 1, 2018 and shall expire June 30, 2021 and shall apply to the 2018-2019 fiscal year (Adult Education Block Grant Program Year Four).
3. Cost of Services: The MEMBER shall be directly apportioned the sum declared in the SAEC Fiscal Administration Declaration as approved by the Sequoias Adult Education Consortium Board for the current program year and in accordance with Sections 84900-84920 of the California Education Code. Funds provided under this agreement shall be used in accordance with applicable laws and the provisions herein.
4. Leveraging of Regional Resources: MEMBERS agree to disclose amounts received from other resources that may be used to address the Adult Education Block Grant program areas and objectives. Furthermore, MEMBERS agree to leverage resources, in addition to any AEBG funds they may receive, to enhance the region's adult education delivery system and to do so in a coordinated effort with the Consortium. Additionally, there are several small districts that at one time offered Adult Education programs, but due to decreases in funding, were eliminated. This left geographic gaps in the offerings of Adult Education. To address this gap in service provision, MEMBER districts without adult schools (BENEFICIARY MEMBER) will contract with MEMBER districts that have adult schools (PROVIDER MEMBER) to provide courses at school sites such as elementary, middle, and high schools for the adults in the BENEFICIARY MEMBER's community. This strategy leverages existing resources such as the administrative capacity of existing Adult Education programs and trained teachers from existing programs. Also, resources

(e.g. classroom space, meeting space, computers, internet access, locally controlled funds, and support staff, other services such as after school programs that could provide childcare) that BENEFICIARY MEMBER districts without adult schools have to offer will be leveraged to support the provision of Adult Education. Furthermore, PROVIDER MEMBERS with adult schools agree to guarantee a portion of their AEBG allocation and related portion of their WIOA Title II: AEFLA grant funds (supplemental funding and to be determined in accordance with WIOA Title II: AEFLA funding award timelines) to service delivery on behalf of the BENEFICIARY MEMBER(S). To date, the following resources have been and will continue to be leveraged and will continue at the levels of effort as described below:

PROVIDER MEMBER Cutler-Orosi Joint Unified School District will provide adult education services to BENEFICIARY MEMBER Woodlake Unified School District. Cutler-Orosi Joint Unified School District, in good faith, guarantees the use of 22.227% ~~(\$48,311.00 in 2017/18)~~ (\$50,292.00 in 2018/19) of their total AEBG allocation to provide adult education services in Woodlake.

PROVIDER MEMBER Corcoran Joint Unified School District will provide adult education services to BENEFICIARY MEMBER Alpaugh Unified School District. Corcoran Joint Unified School District, in good faith, guarantees the use of 17.734% ~~(\$36,311.00 in 2017/18)~~ (\$37,800.00 in 2018/19) of their total AEBG allocation to provide adult education services in Alpaugh.

PROVIDER MEMBER Visalia Unified School District will provide adult education services to BENEFICIARY MEMBER Exeter Unified School District. Visalia Unified School District, in good faith, guarantees the use of 0.732% ~~(\$36,311.00 in 2017/18)~~ (\$37,800.00 in 2018/19) of their total AEBG allocation to provide adult education services in Exeter.

PROVIDER MEMBER Visalia Unified School District will provide adult education services to BENEFICIARY MEMBER Farmersville Unified School District. Visalia Unified School District, in good faith, guarantees the use of 0.974% ~~(\$48,311.00 in 2017/18)~~ (\$50,292 in 2018/19) of their total AEBG allocation to provide adult education services in Farmersville.

Any portion of unspent funds held by a PROVIDER MEMBER for the provision of services to a BENEFICIARY MEMBER shall continue to be held until December of the following fiscal year for the benefit of the BENEFICIARY MEMBER. In the event that funds (effort) cannot be fully expended by December of the following fiscal year to the benefit of the BENEFICIARY MEMBER by a PROVIDER MEMBER, and after both MEMBERS have agreed upon a plan of action that will provide relief to the PROVIDER DISTRICT, with the guidance of the Consortium Director, and with full disclosure during a Consortium Board Meeting, the PROVIDER MEMBER may leverage those funds in another manner consistent to the goals of the AEBG, applicable laws, policies, and the SAEC plans.

5. Eligible Member: A MEMBER is a member in good standing, as defined by California Education Code Sections 84900-84920 and the SAEC Governance Document, of the

Consortium and agrees to maintain its membership and participation in the Consortium. Failure to maintain its membership in the consortium and demonstrate effectiveness will result in a loss of funding and membership status. In signing this Memorandum of Understanding, the Member understands that member status in the Consortium and funding may be terminated for failure to demonstrate effectiveness as described herein, in Education Code Section 84900-84920, and in the SAEC Governance Document. This MOU shall serve as first notice.

6. **General:** The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB 104, and Sections 84900-84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds apportioned shall be used only for supporting the following adult education programs designed for adult education students in the following areas:
 - A. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
 - B. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
 - C. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
 - D. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
 - E. Programs for adults with disabilities.
 - F. Programs in career technical education that are short term in nature and have high employment potential.
 - G. Programs offering preapprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
7. **Mutuality, Shared Leadership, and Collaboration:** The Consortium's governance and decision-making processes are based on recognition of and respect for the interrelationships of the districts and their constituent groups. The commitment to this principle is demonstrated in the following ways:
 - Members of the Consortium publicly acknowledge the importance of participatory governance and the rewards to all for collaborative participation.
 - Members will vote to select co-chairs annually for the Consortium Board to ensure shared leadership between the Community College system and the K-12 Education system.
 - Members agree to participate and provide input throughout the implementation process to ensure shared leadership.
8. **Member Role and Participation:** This principle supports the use of democratic processes to ensure that the voices of all MEMBERS are included. Any MEMBER of the consortium can bring items and issues to the consortium as a whole. In order for this principle to be fully implemented, all members of the consortium are asked to fulfill the following responsibilities of Consortium membership:
 - 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.

- Only the designated representative officially appointed by Member District Governing Board through action may represent the interests of that Member District. Proxy voting and alternate designees are not permissible. Member District designated representatives must be present to cast a vote in SAEC decisions. Member District designated representatives must act in accordance with the Brown Act and all applicable laws with regards to SAEC business and decisions.
- MEMBERS will vote on items concerning fiscal and implementation decisions.
- Each MEMBER will provide data and information relevant to adult education as needed for the implementation, assessment, and revision of a regional plan and annual plans.
- Each MEMBER will agree to participate as necessary in the implementation process including participation as needed in sub-groups and or committees.
- MEMBERS agree that in the interest of the Consortium and key stakeholders they will function as a team member with other MEMBERS of the group, follow through on tasks, report meeting outcomes back to key stakeholders within their organizations, work toward common understanding and consensus in an atmosphere of respect, support the implementation of recommendations once group consensus is reached, and welcome change and innovation.

9. Community Partnerships: Partner organizations identified by the Consortium through an application process will be invited to participate in Consortium meetings and activities. They are recognized as valuable stakeholders and partners in the implementation of educational services for Adults. [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.](#)

10. Committees: The Consortium Board may create committees as needed. In addition to the Leadership Committee, four additional committees based on current program areas and as part of the SAEC Governance Structure provide input, perspective, and guidance to the Consortium Board and Executive Director. The four committees are the Adults with Disabilities Committee, the Adult Basic Education/Adult Secondary Education ABE/ASE Committee, the Career Technical Education (CTE) Committee, and the English as a Second Language (ESL) Committee. These committees are comprised of and open to educators, industry experts, partner

representatives, and other representatives from all stakeholders with an interest in promoting adult education efforts in the region.

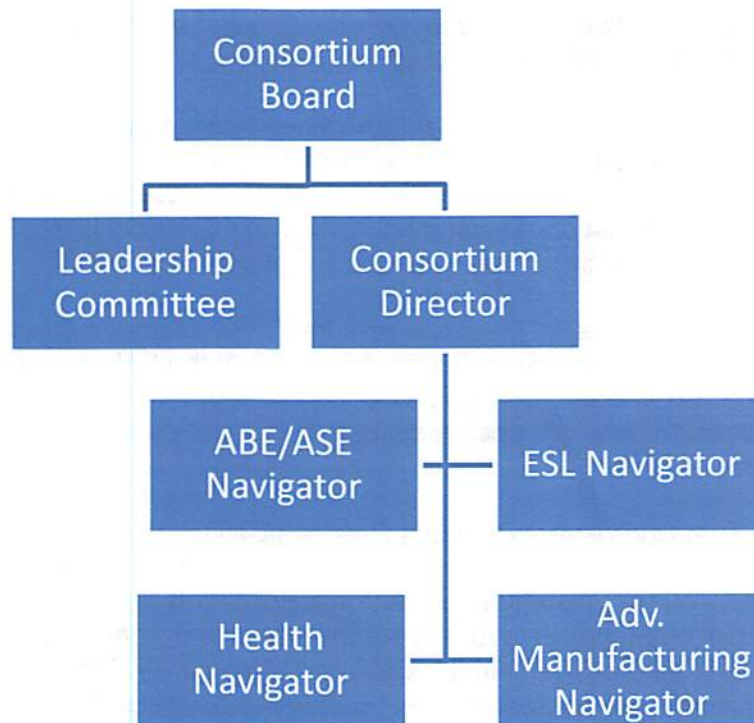
11. Transparency: The Consortium values transparency and strives to maintain an open and honest approach to decision-making, operations and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated by adherence to the Brown Act.
12. Fiscal Administration of Consortium: SAEC utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the SAEC Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received by MEMBERS on a yearly basis.

Fiscal Coordinator Role and Responsibilities: The Fiscal Coordinator (FC) will be identified to the State as the fiscal coordinator on behalf of the Sequoias Adult Education Consortium for the Adult Education Block Grant. The Fiscal Coordinator shall be responsible for the submission of the Consortium Fiscal Administration Declaration (CFAD) to the California Community College Chancellor's Office according to an allocation schedule recommended by the Consortium Director and approved by the Consortium Board. The Fiscal Coordinator shall not amend the CFAD approved by the Consortium Board. The Fiscal Coordinator will be responsible for:

- Acting as the employer of record for all consortium staff which will implement the Regional Integrated Service Delivery System (RISDS).
- Contracting and coordinating with MEMBER districts to maintain the governance structure and systems of the Consortium through the RISDS strategy.
- Fiscal reporting to the State as required by the Adult Education Block Grant
- Compliance with State requirements for administration of the Adult Education Block Grant

The Fiscal Coordinator shall receive in its allocation and hold separate from its regular adult education program, and from other funds, **\$582,534.00** for the implementation of the Regional Integrated Service Delivery System and the maintenance of Consortium staff. The Consortium Executive Director shall determine the annual budget for this amount in accordance with the SAEC Regional Plan, the SAEC Annual Plans and applicable laws.

13. Organizational Structure and Staffing:



Consortium Executive Director: The Consortium Executive Director is hired and supervised by the Fiscal Coordinator based upon the recommendation of the Consortium Board. The Executive Director reports to Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

Adult Education Navigators: The Adult Education Navigators are hired by the Fiscal Coordinator and supervised by the Consortium Executive Director. Each Navigator will have specialty knowledge in a Program Area. The Navigators will be well-trained and have a strong understanding of the Adult Education programs at both the SAEC Adult Schools and COS as well as the resources available at Partner organizations. These Navigators would be charged with representing the SAEC at regional locations and would be tasked with managing Program Area collaboration in all seven Program Areas as well as acting as liaisons between all agencies.

14. Allowable Expenses: Funds may only be expended on allowable costs as defined in AB86, AB104, Sections 84900-84920 of the California Education Code, and in accordance with the Sequoias Adult Education Consortium Regional Plan (Consortium Three Year Plan) and the Sequoias Adult Education Consortium Annual Plan for the 2018-2019 program year. Failure to comply with the provisions of this MOU, applicable laws, and the Consortium Plans may result in the reduction of funding to the MEMBER, loss of funding to the MEMBER, and/or the reallocation of a portion or all of the MEMBER'S funds to other SAEC MEMBERS. A reduction, loss, or reallocation of funding shall affect only the current fiscal year unless a permanent reduction, loss, or reallocation is determined appropriate by the SAEC Board. All changes to MEMBER

allocations and funding levels will be made in accordance with applicable law and the SAEC Governance policies and procedures. ~~Indirect costs may not be collected by the MEMBER.~~ Indirect may not exceed 5% or the Member's approved indirect rate, or whichever is the lower of the two.

15. Records and Audit: In accordance with the Adult Education Block Grant, the SAEC Regional Plan, and the SAEC Annual Plan for the 2018-2019 program year, the MEMBER agrees to provide fiscal records and measures of effectiveness performance data to the FISCAL COORDINATOR on a quarterly basis. Both FISCAL COORDINATOR and MEMBERS shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this agreement.
16. Compliance with Law: All parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives. With respect to employees, parties shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, worker's compensation insurance, and discrimination in employment.
17. Indemnification: FISCAL COORDINATOR and MEMBERS shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of the FISCAL COORDINATOR or MEMBERS or their agents, officers and employees under this agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer—employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts of omissions occurring under this Agreement or any extension of this Agreement.
18. Amendments: This agreement may be amended by mutual agreement in writing by the parties.
19. Termination: Either party may terminate the Agreement without cause by giving thirty (30) calendar days advanced written notice to the other party.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 6.3

Board Meeting Date of April 3, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: Stan Carrizosa, Superintendent/President, College of the Sequoias

AGENDA TITLE: SAEC Co-Chair Selection Planning

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

Each program year the Sequoias Adult Education Consortium must elect Co-Chairs. SAEC has two Board Co-Chairs. Members vote annually to select Co-Chairs to ensure shared leadership between the Community College and the K-12 Education System. The Board will discuss the process and timeline for selection of the 2018/19 SAEC Co-Chairs.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Governance.

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

Encl. No. 6.4

Board Meeting Date of April 3, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: Stan Carrizosa, Superintendent/President, College of the Sequoias

AGENDA TITLE: SAEC June 5th Meeting

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

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

BACKGROUND/SUMMARY:

A SAEC Board meeting scheduled for June 5, 2018. Members will discuss cancellation of this meeting.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None.

FINANCIAL IMPACT:

None

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.