



SAEC BOARD MEETING AGENDA

April 5, 2021, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/89915547715?pwd=c3R0M3Jud1oxa2VKNkNib1JhWEhidz09>

Meeting ID: 899 1554 7715

Passcode: 974769

One tap mobile

+16699009128,,89915547715#,,,,*974769#

Dial by your location

+1 669 900 9128

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes – March 1, 2022

[SAEC Board Meeting Minutes 03.1.22.docx](#)

3. Public Comment: General public comment on any Consortium related topic may be heard at this time. The Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the SAEC Board. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the SAEC Board Chair(s) in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.

4. Information items

4.1. SAEC Regional Integrated Service Delivery System (RISDS) Impact Report – John Werner and SAEC Navigators

4.1.1. [Board Agenda Item 4.1 SAEC Regional Integrated Service Delivery System \(RISDS\) Impact Report.docx](#)

4.2. SAEC 2022/25 Three Year Annual Plan: First Read – John Werner and Mitch Rosin

4.2.1. [Board Agenda Item 4.2 SAEC 2022.25 3 Year Annual Plan First Read.docx](#)

4.2.2. [Board Agenda Item 4.2 Supporting Document: SAEC 2022/25 Three Year Plan Version 12 PDF NOVA Print](#)

4.3. SAEC 2022/23 Board Meeting Calendar – John Werner

4.3.1. [Board Agenda Item 4.3 SAEC 2022.23 Board Meeting Calendar.docx](#)

4.3.2. [Board Agenda Item 4.3 Supporting Document 2022.23 SAEC Board Meeting Calendar.docx](#)

4.4. SAEC Report on Consortium Governance 2022/23 – John Werner

4.4.1. [Board Agenda Item 4.4 SAEC Report on Consortium Governance 2022.23.docx](#)

4.4.2. [Board Agenda Item 4.4 Supporting Document: SAEC Report of Consortium Governance 2022/23 V1 DRAFT](#)

4.5. SAEC Memorandum of Understanding 2022/25 – John Werner

4.5.1. [Board Agenda Item 4.5 SAEC Memorandum of Understanding 2022/25.docx](#)

4.5.2. [Board Agenda Item 4.5 Supporting Document: SAEC MOU 2022/25 DRAFT](#)

4.6. SAEC Fiscal Allocation Declaration 2022/23 – John Werner

4.6.1. Due 5/2/22

4.6.2. [Board Agenda Item 4.6 SAEC Fiscal Allocation Declaration 2022.23.docx](#)

4.7. CAEP Technical Update – John Werner, Executive Director SAEC

4.7.1. [Board Agenda Item 4.7 CAEP Technical Update.docx](#)

5. Action Items

5.1 SAEC Virtual Board Meeting 5/3/22 – Brent Calvin

5.2.1. [Board Agenda Item 5.1 SAEC Virtual Board Meeting 05.03.22.docx](#)

6. Adjournment

Next Meeting: 5/3/2022 8AM via Zoom

SAEC Consortium Board Meeting
Zoom Virtual Meeting
Meeting 03/01/22, 8:00am – 9:00am
Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brian Brazier, Corcoran Joint Unified School District; Hal Buckridge, Proteus; Brent Calvin, College of the Sequoias; Doug Cardoza, Visalia Unified School District; Erika DeLaCruz, Farmersville Adult; George Eddy, Exeter Unified School District; Laura Gonzalez, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Education Center; Troy Hayes, Alpaugh Unified School District; Ken, Proteus; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Unified School District; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Eduardo Ochoa, Corcoran Joint Unified School District; Tami Olson, Visalia Adult School; Adam Peck, Tulare WIB; Darin Pace, Exeter Unified School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Unified High School District; McKenna Salazar, Tulare County of Education; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Yolanda Valdez, Cutler-Orosi Joint Union School District; Lucy VanScyoc, Tulare Joint Unified School District

	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 February 1, 2022 SAEC Board Meeting 	<ul style="list-style-type: none"> Motioned by Tom Rooney, Lindsay Unified School District Seconded by Yolanda Valdez, Cutler-Orosi Joint Union School District Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> No Comments 	
4	Information Items		

<p>4.1</p>	<p>Farmersville Adult School Member Effectiveness Report – Erika De La Cruz, Principal of Alternative Education/Pupil Support Services, FUSD</p>	<ul style="list-style-type: none"> ● Erika De La Cruz, Principal of Alternative Education/Pupil Support Services shared the following: <ul style="list-style-type: none"> ➤ Current Programs <ul style="list-style-type: none"> ▪ Only offer evening programs ▪ Adult Basic Education/Adult Secondary Education, English as a Second Language and Career Technical Education ▪ Started a GED Spanish class and will start a Building and Construction Trades this semester ➤ Changes <ul style="list-style-type: none"> ▪ New HSD/GED instructor, ESL instructor, and Office Clerk, FAS Navigator ▪ Piloting a new CTE program with a new instructor ▪ Expanded GED Program in Spanish ▪ Laptop Devices and WiFi given to students if needed ▪ Starting the school year as a WASC accredited program ➤ Total Leveraged Funds by Program Area 202-2022 <ul style="list-style-type: none"> ▪ 25% of FAS budget is contributions by FUSD (LCFF) ▪ 41% of FAS budgeted is contributions by CAEP ▪ 33% of FAS budgeted is contributed by WIOA II ➤ Progress Indicator #1: Maintain or Increase Enrollment in all Program Areas <ul style="list-style-type: none"> ▪ Saw programs slow down because of COVID ▪ Starting to see an increase in the ESL classes ▪ GED/HSD have been working from home ▪ ESL classes students were nervous about using computers for online studies <ul style="list-style-type: none"> ○ Have spent more time getting students comfortable with the computer ➤ Progress Indicator #2: Increased Literacy Rates <ul style="list-style-type: none"> ▪ Gains are about half from last year <ul style="list-style-type: none"> ○ Result of COVID ➤ Progress Indicator #3: WASC Accreditation <ul style="list-style-type: none"> ▪ Have received WASC Accreditation through 2023-24 ➤ Progress Indicator #4: All SAEC program areas will have implemented an aligned curriculum <ul style="list-style-type: none"> ▪ They are aligned with the rest of the consortium ▪ Aztec, Edgenuity, Burlington English and TopsPro Enterprise/CASAS ➤ Questions 	
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		<ul style="list-style-type: none"> ▪ What do the Building and Construction Trade students end up with <ul style="list-style-type: none"> ○ Students will receive the NCCER certificated which is industry recognized 	
4.2	Cutler-Orosi Adult School Member Effectiveness Report – Victoria Guzman, Principal of Alternative Education, COJUSD	<ul style="list-style-type: none"> ● Victoria Guzman, Principal of Alternative Education shared the following information: <ul style="list-style-type: none"> ➤ Current Programs <ul style="list-style-type: none"> ▪ Morning and evening programs at Family Education Center and Adult Ed Complex ▪ ESL, Citizenship Prep, GED prep, High School Diploma <ul style="list-style-type: none"> ○ Currently have in person and online options ○ They offer daycare for ESL and Citizenship classes for daytime students ➤ Offsite programs and additional partnerships <ul style="list-style-type: none"> ▪ Programs offered at Woodlake-Bravo High School <ul style="list-style-type: none"> ○ English as a Second Language in the evening ▪ In partnership with COS <ul style="list-style-type: none"> ○ Forklift Operating starting in April ➤ Progress Indicator #1: Student Enrollment Data & Trends <ul style="list-style-type: none"> ▪ Classes booming in 2018-2019 and then COVID hit <ul style="list-style-type: none"> ○ Decline at the end of 2020-21 and more decline in 2021-22 ➤ Progress Indicator #2: Increased Literacy Rates <ul style="list-style-type: none"> ▪ 2018-2019 – 35% ▪ 2019-2020 – 26% ▪ 2020-2021 – 30% ▪ 2021-2022 – 11% <ul style="list-style-type: none"> ○ Testing has not been completed for this year ➤ Progress Indicator #3: WASC Accreditation <ul style="list-style-type: none"> ▪ Will have self-study in 2022-2023 ➤ Progress Indicator #4: All SAEC Program Areas will have Implemented and Aligned Curriculum <ul style="list-style-type: none"> ▪ Edgenuity, Aztec, Burlington English ▪ Looking to expand their GED Spanish ➤ Total Leveraged Funds from CAEP, CalWORKs, and WIOA II ➤ New & Upcoming Projects Summer 2022 & Fall 2022 <ul style="list-style-type: none"> ▪ Career Readiness Workshop Sessions in: <ul style="list-style-type: none"> ○ Forklift Certification 	

		<ul style="list-style-type: none"> ○ Google Certification ○ Caregiver ○ CPR Certification ○ Construction Workshops 	
5	Action Items		
5.1	Adult Education Week Board Resolution – Brent Calvin	<ul style="list-style-type: none"> ● Asking for a Joint Board Resolution from the SAEC Board <ul style="list-style-type: none"> ➤ John Werner will write this up 	<ul style="list-style-type: none"> ● Motioned by Yolanda Valdez, Cutler-Orosi Joint Union School District ● Seconded by Laura Gonzalez, Woodlake Unified School District ● Vote: All approved None opposed Motion Carried
5.0	SAEC Virtual Board Meeting 04.05.22 – Brent Calvin	<ul style="list-style-type: none"> ● Continue meeting virtually was approved with no one rejecting 	<ul style="list-style-type: none"> ● Motioned by George Eddy, Exeter Unified School District ● Seconded by Tom Rooney, Lindsay Unified School District ● Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> ● Next meeting 04/05/2022 at 8:00am via Zoom ● Adjourned meeting at 8:30am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: SAEC Navigators
APPROVED BY: John Werner, Executive Director
PRESENTED BY: SAEC Navigators – Carmen Becerra, Maribel Delgado, Sylvia Perez
AGENDA TITLE: SAEC Regional Integrated Service Delivery System (RISDS) Impact Report

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC 2021/22 Annual Plan and the SAEC Three Year Plan describe the Regional Integrated Service Delivery System (RISDS) which is the strategy that provides for the SAEC Adult Education Navigators. SAEC, until December of 2021, had four navigators. There is an ESL Navigator, Adult Ed Navigator, and a Healthcare Navigator. We no longer have an Advanced Manufacturing Navigator or ABE/ASE Navigator. Navigators provide direct student facing service and facilitate interagency alignment and referral. Visalia Unified School District is responsible for the implementation of the RISDS strategy, which is part of the "SAEC Office " and is the employer of the SAEC Navigators who work at the direction of the SAEC Executive Director. Funds for this service provision are provided to VUSD by the consortium. One navigator position is funded 50% by Visalia Adult School. This report will provide information on the total numbers of adults served by the SAEC Navigators this year and how the navigator service provision supports our regional adult education system and students. This report is provided as part of SAEC's ongoing program evaluation and program improvement strategies.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$625,873.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

RISDS is described in the SAEC 3 Year Comprehensive Plan and Annual Plan as a student support strategy and .

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC 2022/25 Three Year Annual Plan: First Read

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Every three years the Sequoias Adult Education Consortium must submit a Comprehensive Three-Year Plan in accordance with CA Education Code 84830. The SAEC Three Year Plan (2022-2025) will be submitted to the CAEP Office on or before June 22, 2022 via NOVA. The SAEC Three Year Plan will describe members and contain the following sections: an executive summary, assessment, metrics and barriers, spending targets, objectives, activities and outcomes, and a funds evaluation. SAEC has engaged in a year-long process to develop better understanding of the regional needs, resources, and gaps in the adult education system by convening stakeholders in multiple formats to contribute to the three year planning process. From this, SAEC was able to develop a three year plan in compliance with CAEP policy..

This will be the Board's first read of the SAEC 2022/25 Three Year Plan.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$14,345,417 (total leveraged funds)

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Regional adult education consortia must create a Three Year Plan in accordance with California Education Code.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC 2022-2023 Board Meeting Calendar

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC creates a calendar of meetings for each fiscal year. These regularly scheduled meetings include SAEC Board Meetings and Governance Committee Meetings.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

2022-2023
Sequoias Adult Education Consortium Board Meetings

Date	Time	Location	Comments
*07/05/22	8:00 am – 9:00am	TBD	
08/02/22	8:00 am – 9:00am	TBD	
09/06/22	8:00 am – 9:00am	TBD	Day after Labor Day
10/04/22	8:00 am – 9:00am	TBD	
11/01/22	8:00 am – 9:00am	TBD	
12/06/22	8:00 am – 9:00am	TBD	
*01/03/23	8:00 am – 9:00am	TBD	Winter Break
02/07/23	8:00 am – 9:00am	TBD	
03/07/23	8:00 am – 9:00am	TBD	
04/04/23	8:00 am – 9:00am	TBD	Spring Break
05/02/23	8:00 am – 9:00am	TBD	
*06/06/23	8:00 am – 9:00am	TBD	Near Graduation

*Historically “As Needed Meetings”

Revised: 03/24/22

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC Report on Consortium Governance 2022/23

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC must update the documents which describe how the consortium is structured and governed to maintain alignment with changing law and policy. SAEC annually updates its Report on Consortium Governance to reflect governance changes. The draft SAEC Report on Consortium Governance, 2022/23 can be found at:

https://docs.google.com/document/d/11RyFeE6RwkWNaz8gt_-MzklonNCo_WRU/edit

Any red text in the draft document denotes language that may be stricken from the document. Any blue text in the draft document denotes proposed, or new language to be added to the document.

Today's presentation is informational and for discussion only. The SAEC Board will have the opportunity to take action on the SAEC Report on Consortium Governance at a future, regularly scheduled board meeting.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC governance and fiscal documents will maintain alignment with education code and CAEP policy.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC Memorandum of Understanding 2022/25

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The Sequoias Adult Education Consortium has been formed, in accordance with California Adult Education Program policies and applicable state laws, 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. 2022/25 will be the eighth year the consortium will receive funding.. Each funding year requires the consortium to renew its MOU to reflect the agreed upon participation and principles for governance. The 2022/25 SAEC MOU will be in force from July 1, 2022 through June 30, 2025 and will supersede previous MOUs. Member LEA Boards will need to take action to approve the MOU after the SAEC Board has taken action to approve it. Once the Local LEA Board has approved the MOU, the Local LEA Board President and the LEA Superintendent (or lead administrative officer from the LEA to SAEC) must sign the MOU and return a signed copy to the SAEC Executive Director. **Today's item is for informational and discussion purposes only. The SAEC Board will have the opportunity to take action on the SAEC MOU 2022/25 at a future, regularly scheduled board meeting.**

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

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 implement the SAEC Regional Three Year Plan.

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC Fiscal Allocation Declaration 2022/23

AGENDA SECTION:

_____Public Comment

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

_____Action Items: 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 SAEC 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 2022/23 fiscal year.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$10,782,449.99

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.7

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: California Adult Education Program Technical Update

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Periodic technical updates provide the SAEC Board and Partners with information regarding overall CAEP program compliance and policy changes. Specific topics will include: Policy Updates, 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date of April 5, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Brent Calvin, Superintendent/President, College of the Sequoias
AGENDA TITLE: SAEC Virtual Board Meeting 05/03/22

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

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

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

Per AB361, the SAEC Board may continue to meet virtually, but will need to decide, vote, to meet virtually prior to the virtual meeting. SAEC Executive Director John Werner will describe other AB361 consideration criteria to holding virtual meetings during discussion of this item and recommends the Board take action to approve that the SAEC Board meet virtually at the next regularly scheduled board meeting on February 1, 2022.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approve

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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