



## **SAEC Board Meeting Agenda**

September 3, 2019 8:00 AM – 10:00 AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

1. Opening Business
  - 1.1 Call to Order
  - 1.2 Establish Quorum
  - 1.3 Welcome and Introductions
2. Approval of Minutes –August 6, 2019
3. Public Comment – General public comment on any Consortium related topic may be heard at this time. The Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Board. Pursuant to SAEC Policy the Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items
  - 4.1 Fiscal Reporting Summary 2018/2019 – John Werner
  - 4.2 Program Area Reporting 2018/2019 – John Werner
  - 4.3 SAEC Fiscal Allocation Process– John Werner
  - 4.4 Adult Education Technical Update—John Werner
5. Action Items
  - 5.1 Innovator by Design: Co-Sponsor Disbursement \$5,000 – Brent/Yolanda
  - 5.2 National External Diploma Program—Tami Olson/Larriann Torrez
6. Adjournment

2019/20 SAEC Board Meeting Schedule: 9/3/19, 10/1/19, 11/5/19, 12/3/19, 1/7/20\*, 2/4/20,  
3/3/20, 4/7/20\*, 5/5/20, 6/2/20\*

SAEC Consortium Board Meeting  
 College of the Sequoias Board Room 1  
 Meeting 08/06/19, 8:00 – 10:00 am  
 Co-chairs: Brent Calvin and Yolanda Valdez

**In Attendance:**

Brian Brazier, Corcoran Joint Unified School District; Carmen Becerra, SAEC Navigator; Carla Calhoun, CSET; Brent Calvin, College of the Sequoias; Maribel Delgado SAEC Navigator; Alfonso Gamino, Woodlake Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; John Gonzalez, Workforce Investment Board of Tulare County; Edith Hernandez, Workforce Investment Board of Tulare County; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Janine Medina, SAEC Navigator; Gary Mekeel, Alpaugh Unified School District; Rich Merlo, Corcoran Unified School District; Lori Morton, Tulare County Office of Education; Tami Olson, Visalia Adult School; Adam Peck, Workforce Investment Board of Tulare County; Tamara Ravalin, Visalia Unified School District; Tony Rodriguez, Tulare Joint Union High School District; Thad Russell, College of the Sequoias; Paul Sevillano, Farmersville Unified School District; District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director:

	<b>Discussion Topic</b>	<b>Outcome</b>	<b>Action</b>
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Yolanda Valdez called the meeting to order and welcomed all to the meeting at 8:00am</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>Quorum Established</li> <li>Yolanda Valdez, Cutler-Orosi Joint Unified School District was excused from the meeting at 9:00am and Brent Calvin, College of the Sequoias continued to chair the meeting</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>All present introduced themselves and the school or place they represent.</li> </ul>	
2	<b>Review and approval of meeting minutes:</b>	<ul style="list-style-type: none"> <li>Minutes from May 7, 2019 SAEC Board Meeting reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Motioned by Tony Rodriguez, Tulare Joint Union High School District</li> <li>Seconded by Alfonso Gamino, Woodlake Unified School District</li> <li>Vote: All approved None opposed Motion Carried</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No Comments</li> </ul>	

4	<b>Information Items</b>		
4.1	<b>SAEC Board Member Attendance and SAEC Attendance Policy Review – John Werner</b>	<ul style="list-style-type: none"> <li>• Quick review of attendance policy that was put in place in 2018</li> <li>• Will review attendance each week</li> </ul>	
4.2	<b>SAEC 2019/20 Calendar – John Werner</b>	<ul style="list-style-type: none"> <li>• Went over calendar of events for <ul style="list-style-type: none"> <li>➢ SAEC Board Meetings</li> <li>➢ SAEC Leadership Committee</li> <li>➢ ABE/HSD, ESL AWD and CTE Committees</li> </ul> </li> <li>• Governance Committee meetings will be determined in the future and the information will be shared</li> <li>• Everyone can find meetings and agendas on-line on the SAEC website</li> </ul>	
4.3	<b>SAEC Navigators – John Werner</b>	<ul style="list-style-type: none"> <li>• Critical Strategy <ul style="list-style-type: none"> <li>➢ They each cover schools but are available to everyone.</li> <li>➢ They have resources for students and schools.</li> <li>➢ They help to improve our referral system</li> </ul> </li> <li>• Navigators were introduced <ul style="list-style-type: none"> <li>➢ Carmen Becerra – ESL Navigator</li> <li>➢ Maribel Delgado – Healthcare Navigator</li> <li>➢ Janine Medina – Manufacturing Navigator</li> <li>➢ Alida Mora – ABE/HSE Navigator</li> </ul> </li> </ul>	
4.4	<b>National External Diploma Program – Tami Olson</b>	<ul style="list-style-type: none"> <li>• The National External Diploma Program (NEDP) is competency-based, applied performance assessment system in which participants demonstrate their abilities in a series of simulations that parallel job and life situations <ul style="list-style-type: none"> <li>➢ 3 Steps to Completion <ul style="list-style-type: none"> <li>▪ Intake assessment</li> <li>▪ Create portfolio</li> <li>▪ Graduation</li> </ul> </li> <li>➢ Program is for highly motivated learners <ul style="list-style-type: none"> <li>▪ Not a solution for all students</li> </ul> </li> <li>➢ Can be concurrently enrolled in a college CTE program</li> <li>➢ Requires three personnel advisors to run it</li> <li>➢ Focuses on application and demonstration of knowledge and skills</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Demonstrates progress in preparation for transition to postsecondary education, training, work</li> <li>➤ Uses same standards as GED, HiSET, TASC, CASAS, TABE</li> <li>• Leadership Committee discussed the use of this program <ul style="list-style-type: none"> <li>➤ Focus on students in concurrently enrolled in college CTE program</li> <li>➤ Have one school district land this program <ul style="list-style-type: none"> <li>▪ COS is saving money through some cost savings which could cover it</li> </ul> </li> </ul> </li> <li>• Cost <ul style="list-style-type: none"> <li>➤ Total program cost is \$5,000 startup</li> <li>➤ Annual cost is \$500</li> <li>➤ Student cost \$120</li> </ul> </li> </ul>	
4.5	<b>SAEC Fiscal Allocation Process – John Werner</b>	<ul style="list-style-type: none"> <li>• Presented background information on the fiscal allocation process</li> <li>• Executive Budget Workgroup to help with the fiscal allocation process <ul style="list-style-type: none"> <li>➤ Advisory to the SAEC Executive Director</li> </ul> </li> <li>• Presented Fiscal Models to the SAEC Board <ul style="list-style-type: none"> <li>➤ Community Need Model: No MOE</li> <li>➤ Community Need Model: MOE</li> <li>➤ Strategy Funding Model: No MOE</li> <li>➤ Strategy Funding Model: MOE</li> <li>➤ ADA Model: No MOE</li> <li>➤ ADA Model: MOE</li> <li>➤ ADA Program Enhanced Model: No MOE</li> <li>➤ ADA Program Enhanced Model: MOE</li> <li>➤ Current Base Fund Model</li> </ul> </li> <li>• Conclusions: Maintain current funding model <ul style="list-style-type: none"> <li>➤ COLA applied to funded members by % received</li> <li>➤ Windfall increases treated as “above base” and dispersed through an application process (strategy based distributions of windfall amount)</li> <li>➤ Board will return to this conversation on 9/3/19</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• SAEC Board Members would like to look them over and come back to the next board meeting to discuss and rank them <ul style="list-style-type: none"> <li>➤ This will give SAEC Board Members not in attendance a chance to look them over</li> </ul> </li> </ul>
4.6	<b>Adult Education Technical Update – John Werner</b>	<ul style="list-style-type: none"> <li>• Due dates, changes, PD events, and CAEP Summit</li> <li>• Attendance at SAEC Leadership meetings have been poor <ul style="list-style-type: none"> <li>➤ Request support from sites</li> <li>➤ Meetings are twice a week</li> </ul> </li> </ul>	

5	<b>Action Items</b>		
5.1	<b>SAEC Co-Chair Selection – Brent / Yolanda</b>	<ul style="list-style-type: none"> <li>• SAEC Board Co-Chairs are elected annually <ul style="list-style-type: none"> <li>➢ One person from the college and one from the K-12 schools</li> </ul> </li> <li>• Asked for nominations <ul style="list-style-type: none"> <li>➢ Motion to keep current co-chairs <ul style="list-style-type: none"> <li>▪ Brent Calvin, Superintendent/President Sequoias CCD</li> <li>▪ Yolanda Valdez, Superintend Cutler-Orosi USD</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to keep current co-chairs by Gary Mekeel, Alpaugh Unified School District</li> <li>• Seconded by Rich Merlo, Corcoran Unified School District</li> <li>• Vote: All approved</li> </ul>
5.2	<b>SAEC Revised Memorandum of Understanding, 2019-2022 Approval – Brent / Yolanda</b>	<ul style="list-style-type: none"> <li>• COLA changed to 3.26% after the May 7, 2019 SAEC Board meeting</li> <li>• CFAD adjusted automatically</li> <li>• Change in earmarked amounts to beneficiary districts and to RISDS provision in the MOU</li> <li>• Individual member districts may need to take revised MOU to their local boards</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Tony Rodriguez, Tulare Joint Union High School District</li> <li>• Seconded by Tamara Ravalin, Visalia Unified School District</li> <li>• Vote: All approved</li> </ul>
5.3	<b>SAEC 2019/20 Annual Plan – Brent / Yolanda</b>	<ul style="list-style-type: none"> <li>• Describes gaps and strategies</li> <li>• Based on the SAEC Three Year Plan, 2019-21</li> <li>• Change of format recommended to the CCCCCO and CDE</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Alfonso Gamino, Woodlake Unified School District</li> <li>• Seconded by Gary Mekeel, Alpaugh Unified School District</li> <li>• Vote: All approved</li> </ul>
5.4	<b>Tulare County WIB MOU – Brent / Yolanda</b>	<ul style="list-style-type: none"> <li>• Allows us to join advisory committees <ul style="list-style-type: none"> <li>➢ We partner with WIB to do summits</li> </ul> </li> <li>• It formally recognizes that we work together</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Tony Rodriguez, Tulare Joint Union High School District</li> <li>• Seconded by Tamara Ravalin, Visalia Unified School District</li> <li>• Vote: All approved</li> </ul>
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 8:50am by Brent Calvin</li> </ul>	

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of September 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: **Fiscal Reporting Summary 2018/2019**

**AGENDA SECTION:**

Public Comment  
 Information Items: Public Interest Announcements/Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC members provide fiscal report to the CCCCCO and the CDE via the NOVA online system. NOVA was first implemented during the 2017/18 program year and became fully operational in January 2018. Members provide work-plans and budgets annually. Members provide expenditure reports quarterly. This informational report will recap the 2018/19 fiscal reports. Member representatives and contacts may access the NOVA system at <https://nova.cccco.edu/login?returnUrl=%2F>.

**CONTRACT CHANGES:**

None

**RECOMMENDED ACTION:**

N/A

**FINANCIAL IMPACT:**

Report will detail 2018/19 Budget and Expenditures. No new costs.

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

All SAEC funds are spent in accordance with the SAEC Annual and Three-Year Comprehensive Plans.

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of September 3, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: John Werner, Executive Director  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: John Werner, Executive Director  
AGENDA TITLE: **Program Area Reporting 2018/2019**

**AGENDA SECTION:**

- Public Comment  
 Information Items: Public Interest Announcements/Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

AEP members that were active during the 2018-19 program year submitted the required 18-19 program and expenditure data by program area. The CDE and CCCCO required all Adult Education Program agencies to use the NOVA systems for data submission in the following areas:

- All AEP members report the estimated **total hours of instruction for program year 18-19** provided to students by AEP program areas (adult education/noncredit).
- All AEP members report the estimated **total operational cost for program year 18-19** by fund source in the AEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in 18-19.
- The 19-20 Budget Act requirement allowed the State AEP Office to have an external entity be involved in drafting a summary report explaining the submitted data, in addition to any caveats or barriers that members may have had in submitting their data.

This is an informational summary report on data provided by SAEC members in the 2018/19 Program Area Reporting.

**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. 4.3

Board Meeting Date of September 3, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: John Werner, Executive Director  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: John Werner, Executive Director  
AGENDA TITLE: SAEC Fiscal Allocation Process

**AGENDA SECTION:**

Public Comment  
 Information Items: Public Interest Announcements/Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

At the regularly scheduled SAEC Board meeting on March 5, 2019, the SAEC Board requested that the SAEC Leadership Committee propose a recommendation for a consortium wide review of fiscal allocations and that this new process be implemented prior to the Consortium Fiscal Allocation Declaration for 2020/21 is drafted and brought before the board for approval.

The Leadership Committee has developed several process models for establishing a consortium wide distribution of funds. The SAEC Leadership Committee will review these models with the Board during the regularly scheduled board meeting in August 2019 and seek additional direction from the Board. A final decision on which funding model process or processes can be made at either the September or October 2019 Board meeting.

November 1, 2019 will be the date that triggers implementation of the new process if a new process is adopted. Using this potential new process, the SAEC Executive Director, with input from the SAEC Leadership Committee and the SAEC Fiscal Advisory Committee, created by and advisory to the SAEC Executive Director, will make a funding recommendation to Board for the following year at the regularly scheduled Board meeting in December. The SAEC Board will then have until May, 2020 to make a final funding decision.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

N/A

**FINANCIAL IMPACT:**

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

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

SAEC Objective: Leverage Regional Resources.



SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of September 3, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: John Werner, Executive Director  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: John Werner, Executive Director  
**AGENDA TITLE: Adult Education Technical Update**

**AGENDA SECTION:**

Public Comment  
 Information Items: Public Interest Announcements/ Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

Periodic technical updates provide the SAEC Board and Partners with information regarding overall AEBG program compliance and policy changes. Specific topics will include: Hanover Three-Year Plan Summary Analysis, Due Dates, Reporting Changes, and PD 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 September 3, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Director  
PREPARED BY: John Werner, Director  
APPROVED BY: John Werner, Director  
PRESENTED BY: Brent Calvin, College of the Sequoias/Yolanda Valdez, Cutler-Orosi  
**AGENDA TITLE: Innovators by Design 2019: Co-Sponsor Disbursement**

**AGENDA SECTION:**

Public Comment  
 Information Items: Public Interest Announcements/Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC has provided annual adult education summits to the region. These summits focus on topics which are important to the development and maintenance of a regional adult education consortium. SAEC began partnering with other agencies on these summits beginning in 2017 when the consortium partnered with the Tulare County Office of Education. This year SAEC will partner with the Workforce Investment Board of Tulare County to host Innovators by Design, 2019. The event will address topics and issues connected to economic mobility in the region. Event attendance is appropriate to all regional partners/stakeholders with an interest in regional economic and educational effort alignment. The event will support staff at all levels. Date: 10/9/18. 7:30am-3:30pm. Location: Edison Education Complex.

**CONTRACT CHANGES:**

None

**RECOMMENDED ACTION:**

Approve

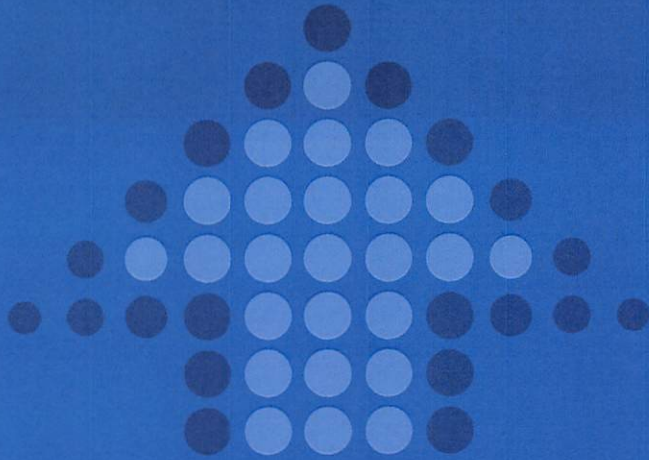
**FINANCIAL IMPACT:**

\$5,000.00

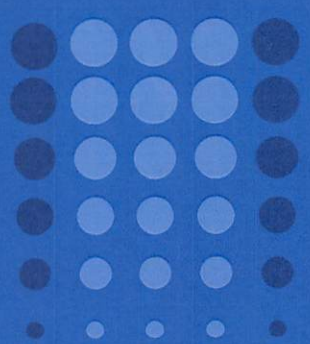
**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

Aligns to regional annual plan and three year comprehensive plan: provide professional development.

save  
the  
date



# INNOVATORS



: by Design

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10.09.19

EDISON EDUCATION CENTER | TULARE, CA  
Registration Coming Soon

## **2019 Ticket and Sponsorship Prices:**

### **Individual Tickets: \$50**

- Breakfast and Lunch

### **Table: \$350**

- Reserved table of 8 with table tent

### **Event Sponsor (5 available): \$1,500**

- 1 Reserved table of 8 with table tent
- Logo on loop presentation slides prior to and following each general session
- Logo on printed program
- Included in thank you during lunch
- Logo on IBD website & 1 social media post/e-blast thanking all sponsors

### **Co-Host: (2 available) \$5,000**

- Logo on all IBD marketing materials prior to event
- Logo on website & 1 social media post/e-blast thanking all sponsors
- 2 reserved tables (16 seats) with table tents
- Logo included in general session presentation and loop presentation slides prior to and following each general session
- Logo on printed program
- Thank you and opportunity to speak (3-5 minutes) during lunch
- Opportunity to put a single piece of marketing material at each seat for the opening session

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 5.2

Board Meeting Date of September 3, 2019

TO: Sequoias Adult Education Board  
FROM: John Werner, Director  
PREPARED BY: John Werner, Director  
APPROVED BY: John Werner, Director  
PRESENTED BY: Tami Olson, Principal Visalia Adult School/Larriann Torrez, Principal Tulare Adult School  
AGENDA TITLE: **National External Diploma Program (NEDP)**

**AGENDA SECTION:**

Public Comment  
 Information Items: Public Interest Announcements/Status Reports  
 Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

The National External Diploma Program (NEDP) is a competency-based, applied performance assessment system in which participants demonstrate their abilities in a series of simulations that parallel job and life situations. NEDP is the only nationally recognized competency-based, workforce aligned, high school equivalency program in the United States. The NEDP provides motivated and independent learners over 18 an additional pathway to a high school diploma equivalency.

Such a pathway does not currently exist at any SAEC member adult school and could provide an accelerated path to a high school diploma equivalency for select students.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

Approval

**FINANCIAL IMPACT:**

\$5,000.00 (fund transfer between members COS and a member with an adult school)

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

SAEC provides multiple high school diploma and high school diploma equivalency pathways.