



SAEC Leadership Committee Meeting

August 2, 2022, 9:15am - 10:15am

College of the Sequoias: Sequoia Room 1
915 South Mooney Blvd., Visalia, CA 93277

Leadership Committee in Person Agenda

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes - Minutes from 7.21.22
 - Minutes: [07.21.22 SAEC Leadership Committee Meeting Minutes.docx](#)
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee 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 Leadership Committee. 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 Committee Chair 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.
- Action Items:
 - Virtual Leadership Committee Meetings for the month of August
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here: [Leadership Committee Agenda 08.02.22.docx](#)
 - Governance
 - Amended 2022.23 CFAD
 - Submitted in NOVA
 - Pending Member Rep Approvals in NOVA
 - [Final Consortium 2022.23 Allocation Memo](#)
 - [2022.23 Final Consortium Allocation Chart](#)
 - [SAEC Budget All Years](#)
 - Contains 2022.23 SAEC Member Allocations
 - SAEC Board Action on 8.2.22
 - [Amended SAEC 2022.25 MOU](#)
 - Contains revised beneficiary district and SAEC Office amounts
 - SAEC Board Action on 8.2.22
 - LEA process review
 - SAEC Report on Consortium Governance
 - No action needed by SAEC Board: approved in May, 2022

- LEA process review
- SAEC Annual Plan 2022.23 NOVA Process
 - Due 9/30/2022
 - Consortium level
 - Member level: Budget and work plans
- Deliverables and Updates- - Heather Keran
 - WIOA Title II
 - Deliverables for 2022-23: <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
 - RFA release date: 8.1.22
 - Will be a word doc
 - Consultant status
 - CAEP Quarter 4 Fiscal Reports and Student Data Reminder
 - All CAEP Due Dates: <https://caladulted.org/DueDates>
- Curriculum -
 - Edgenuity Contract Status update
 - Local Board Process and Status Check
 - Course update process
- Professional Development
 - [PD Needs Survey Results](#)
 - [SAEC PD Summit Schedule](#)
 - Draft. Confirming presenters and topics
 - [Participant Registration](#)
 - [Presenter Registration](#)
 - Discussion of topics and presenters

Reminders:

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
 - Possible schedule for 2022-2023:
 - October 2022 – SAEC Report: Enrollment
 - November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult
 - December 2022 – Visalia Adult, Corcoran Adult
 - February 2023 – College of the Sequoias, Lindsay Adult
 - March 2023 – Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
 - Emails for newly hired teachers
 - ESL – Carmen Becerra
 - October 3, 2022 1:30PM - 3:00PM
 - January 20, 2023 1:30PM - 3:00PM
 - April 17, 2023 1:30PM - 3:00PM
 - ABE/ASE – Maribel Delgado
 - September 26, 2022 1:00PM - 3:00PM
 - October 31, 2022 1:00PM - 3:00PM
 - February 27, 2023 1:00PM - 3:00PM
 - April 24, 2023 1:00PM - 3:00PM

- AWD– TBD
 - September 30, 2022 1:00PM-3:00PM
 - November 4, 2022 1:00PM-3:00PM (TBD)
 - February 10, 2023 1:00PM-3:00PM
 - April 21, 2023 1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
 - 2022.23 Meeting Dates:
 - Q1 10.21.22 @ 2:15PM
 - Q2 01.20.23 @ 11:00AM
 - Q3 04.21.23 @ 11:00AM
 - Q4 06.29.23 @ 11:00AM and/or
07.06.23 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Heather Keran
 - 08.25.22 @ 3:00PM
 - Agenda topics:
 -
- Next [SAEC Board Meeting](#) on 09.06.22 @ 8:00AM - John Werner
 - Agenda topics:
 - Board Co-Chair Selection (Double check are Brent and Yolanda on Year 1 of 2)
 - SAEC 2022.23 Annual Plan (Action Item)
 - SAEC MOU 2022.23 Amendment (pending COLA revise)
 - SAEC 2022.23 Allocation Amendment (pending COLA revise)
 - Sunrise SAEC Member Effectiveness Reports for 2022.23 cycle
 - Start with SAEC Report on Consortium Effectiveness in Oct
- Adjournment

SAEC Leadership Committee Meeting Minutes

July 21, 2022

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; Ryan Waters, Visalia Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 3:10pm by John Werner	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established – Yes	
1.3	Welcome and Introductions	<ul style="list-style-type: none">Everyone introduced themselves	
2	Approval of Minutes/Notes	<ul style="list-style-type: none">Approval of Minutes from 05.03.22 and Notes from 05.26.22	<ul style="list-style-type: none">Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult SchoolSeconded by Amalia Lopez, Lindsay Adult SchoolAbstained:Vote:<ul style="list-style-type: none">➤ Approve: All➤ Abstained: None➤ Opposed: None➤ Motion Carried
3	Public Comment		
4	Action Items	<ul style="list-style-type: none">None	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none">Amended 2022.23 CFAD<ul style="list-style-type: none">➤ Submitted in NOVA➤ Pending Rep Approvals➤ CAEP received final cola of 6.56 with the May revised	

		<ul style="list-style-type: none"> ● Amended SAEC 2022.25 MOU <ul style="list-style-type: none"> ➤ Contains revised beneficiary district and SAEC office amounts ➤ Has been loaded in NOVA ➤ Wait until August 2nd to take to your local LEA's ➤ Superintendents need to approve amended CFAD immediately ● SAEC Report on Consortium Governance <ul style="list-style-type: none"> ➤ Has not gone to local LEA's yet because we knew the COLA would change ➤ This will be given to everyone by email after August 2, 2022 ● SAEC Annual Plan 2022.23 NOVA Process <ul style="list-style-type: none"> ➤ Have to submit this in NOVA <ul style="list-style-type: none"> ▪ Still working on it but will be ready by SAEC Board meeting ➤ Due date is mid-September so we will do a sunrise at the August SAEC Board meeting and vote on it at the September SAEC Board meeting ➤ Once Board approved it will trigger NOVA to open member annual plan <ul style="list-style-type: none"> ▪ You will go in and check boxes 	
5.2	Deliverables & Updates – John Werner	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Deliverables on Q4 are completed ● RFA <ul style="list-style-type: none"> ➤ Everyone will need to reapply ➤ Starts with pre-application and then in August you will know if you can apply ➤ Mitch Rosin will be helping everyone with this ➤ Considerations to not change much from implementation to implementation <ul style="list-style-type: none"> ▪ Use what you did last time ▪ It is a 4-year implementation instead of a 3-year ▪ You will have to pay attention to this to help Mitch write it up the way you want it ● CAEP Quarter 4 Fiscal Reports and Student Data Reminder <ul style="list-style-type: none"> ➤ It is all due ➤ Program hours and expenditure report in NOVA will be due in September 	

5.3	Curriculum – John Werner	<ul style="list-style-type: none"> ● Edgenuity Contract Status update <ul style="list-style-type: none"> ➤ Courses have been updated and are in the sand box ➤ Hopefully everyone has processed their contracts with Edgenuity <ul style="list-style-type: none"> ▪ If not or having problems contact John Werner ▪ Start saving money for 3 years from now when contracts are due again 	
5.4	Professional Development – John Werner	<ul style="list-style-type: none"> ● SAEC Professional Development <ul style="list-style-type: none"> ➤ Conducted a needs survey that was completed by administration ➤ We will have a more complete write up of all the sessions by next Thursday ➤ Once John has all descriptions and titles he will get it out to everyone ➤ Planning on 2 half day sessions ➤ Both the evening and day session will be done by zoom and should be recorded ➤ Will ask for feedback evaluation forms from everyone (required) <ul style="list-style-type: none"> ▪ There will be 8 sessions ▪ Asking presenters to print out list of who attends ➤ August 8, 2022 will start at 4:30pm ➤ August 26, 2022 will start at 8:30am with the first session at 8:55am ➤ Participation registration form will be available as well as a Presenter registration form ➤ Want to email blast everyone. Leadership will need to get it out to all their staff 	
5.5	Member Effectiveness Reports	<ul style="list-style-type: none"> ● This will be set up with the State of the Consortium report <ul style="list-style-type: none"> ➤ We will dive deeper on the student performance metric data ➤ Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ▪ October 2022 – SAEC Report: Enrollment ▪ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ▪ December 2022 – Visalia Adult, Corcoran Adult ▪ February 2023 – College of the Sequoias, Lindsay Adult ▪ March 2023 – Cutler-Orosi, Farmersville 	
5.6	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 3, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM 	

		<ul style="list-style-type: none"> ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ October 31, 2022 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ November 4, 2022 1:00PM-3:00PM (TBD) ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM ● Down to 2 Navigators, will re-fly Sylvia's position <ul style="list-style-type: none"> ➤ Would like to eventually change titles of all Navigators to Adult Education Navigators 	
5.7	SAEC Data Community of Practice	<ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.21.22 @ 2:15PM ▪ Q2 01.20.23 @ 11:00AM ▪ Q3 04.21.23 @ 11:00AM ▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM 	
5.8	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● August 2, 2022 at 9:15am <ul style="list-style-type: none"> ➤ Meeting will be in person at COS, Sequoias Room 1 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting August 2, 2022 at 8:00am <ul style="list-style-type: none"> ➤ Agenda topics <ul style="list-style-type: none"> ▪ Board Co-Chair Selection (Double check are Brent and Yolanda on Year 1 of 2) ▪ SAEC 2022.23 Annual Plan (Action Item) ▪ SAEC MOU 2022.23 Amendment (pending COLA revise) ▪ SAEC 2022.23 Allocation Amendment (pending COLA revise) ▪ Sunrise SAEC Member Effectiveness Reports for 2022.23 cycle <ul style="list-style-type: none"> ○ Start with SAEC Report on Consortium Effectiveness in Oct 	

6	Adjournment	<ul style="list-style-type: none">● Meeting adjourned at 3:59pm	<ul style="list-style-type: none">● Motioned to adjourn by Jonna Schengel, College of the Sequoias● Seconded by Erika DeLaCruz, Farmersville Adult School● Vote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Motion Carried
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July 6, 2022

To: Adult Education Consortium Directors, Leads, Co-Chairs, Members, and Fiscal Representatives

From: California Adult Education Program (CAEP) State Leadership

CC: Sandra Sanchez, Interim Vice Chancellor, California Community Colleges Chancellor's Office
Pete Callas, Division Director, California Department of Education

RE: CAEP Final Consortium Allocations for 2022-23

This memorandum is to advise local recipients and fiscal agents of adult education funds that the [2022-23 final CAEP allocation amounts](#) have been posted. Earlier this week, the 2022-23 additional CAEP allocations from the May Revise were posted in NOVA as an allocation amendment. Consortium members have until September 1, 2022, to submit and certify their amended allocation amounts in NOVA. The CAEP State Leadership and the Technical Assistance Program (TAP) will offer a CAEP Allocation Amendment webinar on Wednesday, July 20, 2022, from 12:00 p.m. to 1:30 p.m. to review the new allocation amounts, walk members through the NOVA process steps, and answer any questions.

State Budget Bill

Recently, the State Legislature passed the 2022-23 budget bill that saw a 6.56% or \$36.7M increase to the CAEP baseline funding. The new CAEP baseline is now \$597,137,000. The original proposed CAEP allocation for 2022-23 was \$590,244,000. Because only the CAEP base, and the 5% COLA (or \$29.8M) were certified by the CAEP regional consortia, there is one last additional step to take to certify the additional 1.5% COLA (the \$6.9M additional increase from the May Revise).

NOVA Instructions

Each consortium will process the May Revise allocation increase as an allocation amendment in NOVA, which requires a new allocation amount for each member, and certification in NOVA by all consortium members. Keep in mind, that due to State Budget Bill requirements, the State CAEP Office has already calculated allocation amounts for direct funded member districts. Please see the 2022-23 direct funded member amounts by districts (along with fiscal agent amounts) [linked here](#). These allocation amounts are the dollar amounts given to the State Controller's Office for disbursement within 45 days of the enactment of the 2022- 23 State Budget. Therefore, any deviation from these amounts would not align with the amounts being disbursed. CAEP allocation

amendment certification by the consortium and its members must be completed by September 1, 2022.

CAEP Funds Are Restricted Funds

CAEP funds were issued under AB104 legislation and are in ARTICLE 9. Adult Education Program [84900 - 84920] of the education code. CAEP funds are apportionment, they are not a grant, and at this time are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs.

Technical Assistance Contact Information

For questions related to the CAEP, fiscal information, and/or technical assistance on professional development topics, please contact the CAEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at tap@caladulthood.org

Sincerely,

Gary Adams
Gary Adams (Jul 6, 2022 10:57 PDT)

Gary Adams
California Community Colleges Chancellor's Office
Adult Education Program Office

Carolyn Zachry
Carolyn Zachry (Jul 6, 2022 15:17 PDT)

Carolyn Zachry, Ed.D
California Department of Education
Adult Education Program Office

No.	Consortium Name	Funding Channel	Preliminary Allocation	May Revise	Final 22-23 Amount
1	Allan Hancock	Direct Funded	\$1,855,946	\$21,675	\$1,877,621
2	Antelope Valley	Direct Funded	\$4,490,260	\$52,438	\$4,542,698
3	Barstow Area Consortium for AE	Fiscal Agent	\$1,015,601	\$11,860	\$1,027,461
4	Butte-Glenn AE Consortium	Fiscal Agent	\$2,452,981	\$28,646	\$2,481,627
5	Santa Cruz (GOAL)	Direct Funded	\$3,835,601	\$44,793	\$3,880,394
6	Southeast Los Angeles (PAACE)	Direct Funded	\$16,413,940	\$191,685	\$16,605,625
7	Mid Alameda County (Chabot-Las Positas)	Direct Funded	\$10,345,706	\$120,820	\$10,466,526
8	West End Corridor	Fiscal Agent	\$8,066,866	\$94,206	\$8,161,072
9	Citrus College AE Consortium	Fiscal Agent	\$4,836,776	\$56,485	\$4,893,261
10	Coast	Direct Funded	\$8,350,252	\$97,516	\$8,447,768
11	Tri City	Fiscal Agent	\$6,880,802	\$80,355	\$6,961,157
12	Contra Costa	Direct Funded	\$16,604,315	\$193,909	\$16,798,224
13	Morongo Basin	Fiscal Agent	\$912,536	\$10,657	\$923,193
14	Desert	Direct Funded	\$3,616,207	\$42,231	\$3,658,438
15	South Bay (El Camino)	Direct Funded	\$11,475,474	\$134,014	\$11,609,488
16	Feather River (On Ramp)	Direct Funded	\$912,536	\$10,657	\$923,193
17	Foothill De Anza	Direct Funded	\$9,560,216	\$111,646	\$9,671,862
18	Gavilan	Fiscal Agent	\$1,615,513	\$18,866	\$1,634,379
19	Glendale	Fiscal Agent	\$1,199,042	\$14,002	\$1,213,044
20	San Diego East	Fiscal Agent	\$9,286,512	\$108,450	\$9,394,962
21	Salinas Valley	Fiscal Agent	\$4,120,067	\$48,115	\$4,168,182
22	Imperial	Fiscal Agent	\$2,179,957	\$25,458	\$2,205,415
23	Kern	Direct Funded	\$19,036,627	\$222,314	\$19,258,941
24	Lake Tahoe	Fiscal Agent	\$1,003,790	\$11,723	\$1,015,513
25	Lassen	Fiscal Agent	\$1,054,008	\$12,309	\$1,066,317
26	Long Beach	Direct Funded	\$2,680,369	\$31,302	\$2,711,671
27	Los Angeles	Direct Funded	\$143,869,549	\$1,680,141	\$145,549,690
28	Capital Adult Education Regional Consortium	Fiscal Agent	\$13,137,011	\$153,417	\$13,290,428
29	Marin	Fiscal Agent	\$1,649,521	\$19,263	\$1,668,784
30	Mendocino-Lake	Fiscal Agent	\$1,720,819	\$20,096	\$1,740,915
31	Gateway (Merced)	Fiscal Agent	\$3,703,359	\$43,249	\$3,746,608
32	Coastal North County Adult Education Consortium	Fiscal Agent	\$1,336,903	\$15,612	\$1,352,515

33	Monterey	Direct Funded	\$2,845,663	\$33,233	\$2,878,896
34	Mt. San Antonio	Direct Funded	\$39,144,746	\$457,141	\$39,601,887
35	Southwest Riverside	Fiscal Agent	\$5,424,774	\$63,352	\$5,488,126
36	Napa Valley	Direct Funded	\$3,187,616	\$37,226	\$3,224,842
37	North Orange	Fiscal Agent	\$4,313,388	\$50,373	\$4,363,761
38	Southern Alameda County (Ohlone)	Direct Funded	\$4,643,166	\$54,224	\$4,697,390
39	Palo Verde	Fiscal Agent	\$912,536	\$10,657	\$923,193
40	San Diego North (Palomar/Vista)	Fiscal Agent	\$8,801,568	\$102,787	\$8,904,355
41	Pasadena	Direct Funded	\$2,091,979	\$24,431	\$2,116,410
42	Northern Alameda Consortium for AE	Fiscal Agent	\$8,988,863	\$104,973	\$9,093,836
43	Rancho Santiago	Direct Funded	\$5,197,843	\$60,701	\$5,258,544
44	North Coast (Redwoods)	Fiscal Agent	\$1,251,679	\$14,617	\$1,266,296
45	Rio Hondo	Direct Funded	\$16,130,696	\$188,378	\$16,319,074
46	Riverside About Students	Direct Funded	\$9,268,765	\$108,243	\$9,377,008
47	Inland AE Consortium San Bernardino	Fiscal Agent	\$11,759,424	\$137,329	\$11,896,753
48	San Diego	Direct Funded	\$5,247,353	\$61,280	\$5,308,633
49	San Francisco	Direct Funded	\$4,326,558	\$50,526	\$4,377,084
50	Delta Sierra Alliance	Direct Funded	\$9,373,362	\$109,464	\$9,482,826
51	South Bay Consortium for AE (San Jose)	Direct Funded	\$19,546,838	\$228,273	\$19,775,111
52	San Luis Obispo	Direct Funded	\$1,570,000	\$18,334	\$1,588,334
53	ACCEL (San Mateo)	Direct Funded	\$10,758,125	\$125,636	\$10,883,761
54	Santa Barbara	Fiscal Agent	\$912,536	\$10,657	\$923,193
55	Santa Clarita Valley Adult Education	Direct Funded	\$1,448,679	\$16,918	\$1,465,597
56	Santa Monica	Direct Funded	\$1,271,578	\$14,850	\$1,286,428
57	Sequoias	Direct Funded	\$10,777,333	\$125,860	\$10,903,193
58	Shasta-Tehama-Trinity	Fiscal Agent	\$1,252,139	\$14,623	\$1,266,762
59	Sierra Joint	Fiscal Agent	\$3,761,902	\$43,932	\$3,805,834
60	Solano	Direct Funded	\$4,408,192	\$51,480	\$4,459,672
61	Sonoma	Direct Funded	\$2,844,063	\$33,214	\$2,877,277
62	South Orange	Direct Funded	\$5,405,656	\$63,128	\$5,468,784
63	South Bay (Southwestern)	Fiscal Agent	\$16,206,843	\$189,267	\$16,396,110
64	State Center	Fiscal Agent	\$16,860,616	\$196,902	\$17,057,518
65	Ventura County	Direct Funded	\$16,988,483	\$198,395	\$17,186,878
66	Victor Valley	Fiscal Agent	\$2,442,802	\$28,527	\$2,471,329

67	West Hills	Fiscal Agent	\$1,249,287	\$14,590	\$1,263,877
68	West Kern Adult Education Network Joint P	Fiscal Agent	\$912,536	\$10,657	\$923,193
69	Stanislaus Mother Lode (Yosemite)	Fiscal Agent	\$4,895,023	\$57,165	\$4,952,188
70	North Central (Yuba)	Fiscal Agent	\$3,538,806	\$41,327	\$3,580,133
71	Adult Education Pathways (Siskiyou)	Fiscal Agent	\$1,063,522	\$12,420	\$1,075,942

Preliminary SAEC 2022/23 Funding Allocation by Member

Member	21/22 Base Fund	Portion of	22/23	Preliminary	2022/23	Preliminary 22/23			Member	2022/23 CFAD	% of Total
Corcoran JUSD	\$ 251,226.00	\$235,110.00	6.56%	\$ 15,423.36	\$ -	\$ 250,533.36			\$250,533.36	\$267,706.58	
Alpaugh USD		\$16,116.00	6.56%	\$ 1,057.22	\$ -	\$ 17,173.22			\$17,173.22		
Cutler JUSD	\$ 266,356.00	\$212,322.00	6.56%	\$ 13,928.45	\$ -	\$ 226,250.45			\$226,250.45	\$283,829.11	
Woodlake USD		\$54,034.00	6.56%	\$ 3,544.66	\$ -	\$ 57,578.66			\$57,578.66		
Hanford JUHSD	\$ 747,648.00	\$747,648.00	6.56%	\$ 49,046.15	\$ -	\$ 796,694.15			\$796,694.15	\$796,694.15	
Sequoias CCD	\$ 204,639.00	\$204,639.00	6.56%	\$ 13,424.44	\$ -	\$ 218,063.44			\$218,063.44	\$218,063.44	
Tulare JUHSD	\$ 3,100,822.00	\$3,100,822.00	6.56%	\$ 203,415.77	\$ -	\$ 3,304,237.77			\$3,304,237.77	\$3,304,237.77	
Lindsay	\$ 95,580.00	\$95,580.00	6.56%	\$ 6,270.11	\$ -	\$ 101,850.11			\$101,850.11	\$101,850.11	
Farmersville USD	\$ 60,205.00	\$60,205.00	6.56%	\$ 3,949.48	\$ -	\$ 64,154.48			\$64,154.48	\$64,154.48	
Visalia USD	\$ 5,505,494.00		6.56%		\$ -				\$0.00	\$5,866,657.69	
Visalia Adult School		\$4,839,009.00	6.56%	\$ 317,441.88	\$ -	\$ 5,156,450.88			\$5,156,450.88		
Exeter USD		\$40,612.00	6.56%	\$ 2,664.17	\$ -	\$ 43,276.17			\$43,276.17		
SAEC Office		\$625,873.00	6.56%	\$ 41,057.64	\$ -	\$ 666,930.64			\$666,930.64		
Consortium Total	\$ 10,231,970.00		6.56%	\$ 671,223.34		\$ 10,903,193.34			\$10,903,193.34	\$10,903,193.34	0%

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
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, 2022 and shall expire June 30, 2025 and shall apply to the 2022-2023 fiscal year allocations (California Adult Education Program Year 7).
 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 \$57,579 in 2022-2023 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 \$17,173 in 2022-2023 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 \$43,276 in 2022-2023 of their total AEBG allocation to provide adult education services in Exeter.

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 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, three 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 three committees are the Adults with Disabilities Committee, the Adult Basic Education/Adult Secondary Education ABE/ASE 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.

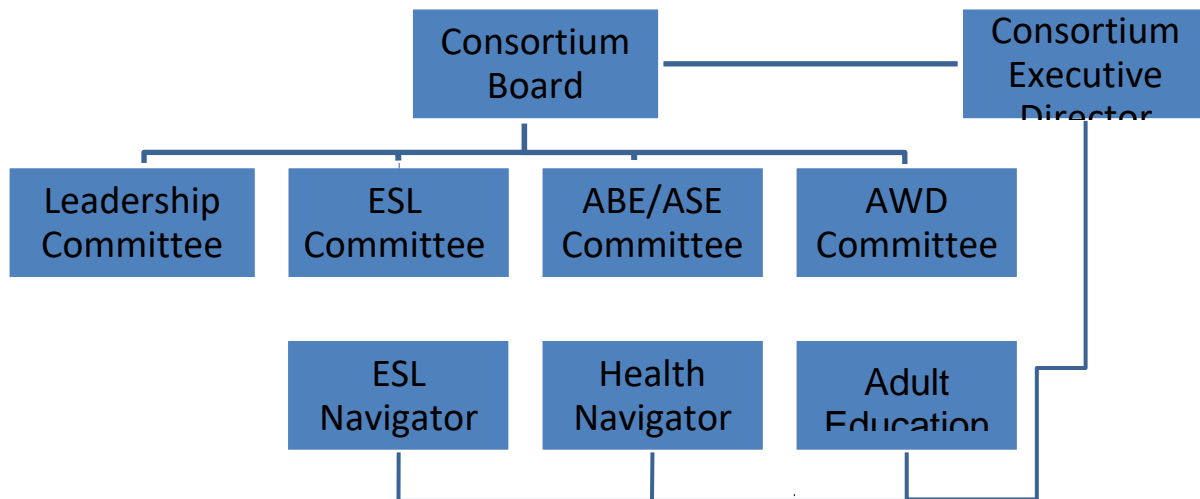
12. Fiscal Administration of Consortium: SAEC utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the SAEC Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received 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. 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 Executive 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 CAEP
- Compliance with State requirements for administration of the CAEP

The Fiscal Coordinator shall receive in its allocation and hold separate from its regular adult education program, and from other funds, \$666,931 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 employed 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 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 2022-2023 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 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 CAEP policy and CA education code, the SAEC Regional Plan, and the SAEC Annual Plan for the 2022-2023 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.

College of the Sequoias

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The College of the Sequoias Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Trustees President

Date

Brent Calvin, President
College of the Sequoias

Date

Alpaugh Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Alpaugh Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Troy Hayes, Superintendent
Alpaugh Unified School District

Date

Corcoran Joint Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Corcoran Joint Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Eduardo Ochoa, Superintendent
Corcoran Joint Unified School District

Date

Cutler-Orosi Joint Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Cutler-Orosi Joint Unified School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

Yolanda Valdez, Superintendent
Cutler-Orosi Joint Unified School District

Date

Exeter Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Exeter Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

George Eddy, Superintendent
Exeter Unified School District

Date

Farmersville Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Farmersville Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Paul Sevillano, Superintendent
Farmersville Unified School District

Date

Hanford Joint Union High School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Hanford Joint Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

Victor Rosa, Superintendent
Hanford Joint Union High School District

Date

Lindsay Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Lindsay Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Tom Rooney, Superintendent
Lindsay Unified School District

Date

Tulare Joint Union School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Tulare Joint Union School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Lucy Van Scyoc, Ed. D, Superintendent
Tulare Joint Union School District

Date

Visalia Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Visalia Unified School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

Kirk Shrum, Superintendent
Visalia Unified School District

Date

Woodlake Unified School District

Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page

The Woodlake Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Laura Gonzalez, Superintendent
Woodlake Unified School District

Date