

## SAEC Consortium Board Meeting Minutes

August 2, 2022, 8:00am – 9:00am

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

### In Attendance:

Carmen Becerra, SAEC Navigator; Brian Brazier, Corcoran Joint Unified School District; Harl Buckridge, Proteus; Brent Calvin, College of the Sequoias; Erika DeLaCruz, Farmersville Adult School; George Eddy, Exeter Unified School District; Laura Gonzalez, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Education Center; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Eduardo Ochoa, Corcoran Joint Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Adam Peck, Tulare WIB; Victor Rosa, Hanford Joint Unified High School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy VanScyoc, Tulare Joint Unified School District; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"><li>Called to order by Brent Calvin at 8:04am</li></ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"><li>Quorum Established</li></ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of meeting minutes:</b>	<ul style="list-style-type: none"><li>Minutes from May 3, 2022 SAEC Board Meeting</li></ul>	<ul style="list-style-type: none"><li>Motioned to approve minutes by George Eddy, Exeter Unified School District</li><li>Seconded by Victor Rosa, Hanford Joint Unified High 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</b> – John Werner	<ul style="list-style-type: none"> <li>● Went over attendance policy that was enacted by the SAEC Board in the pass</li> <li>● We will have one more in person board meeting in April 2023</li> <li>● Amend agenda authorizing a vote on zoom meetings for the rest of the year as number 5.7</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to amend agenda to authorize zoom meetings by George Eddy, Exeter Unified School District</li> <li>● Seconded by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
4.2	<b>SAEC Board and Committee Meeting Calendars 2022/23</b> – John Werner	<ul style="list-style-type: none"> <li>● Copies of calendars are in the agenda packets <ul style="list-style-type: none"> <li>➢ Calendars will be sent to all secretaries</li> <li>➢ CNA and Data CoP are not Governance Committee meetings but are attached for your information</li> </ul> </li> </ul>	
4.3	<b>Sunrise SAEC State of the Consortium and Member Effectiveness Reports</b> – John Werner	<ul style="list-style-type: none"> <li>● Member effectiveness reports are done every year as part of our Consortium evaluation <ul style="list-style-type: none"> <li>➢ This year they will take a deeper look at site-specific data</li> <li>➢ What persistence and engagements look like</li> </ul> </li> <li>● Question – What information would the SAEC Board like to hear about <ul style="list-style-type: none"> <li>➢ Follow ups with students as they leave the district and what happens to them 2 years down the road</li> <li>➢ Anything we can do to help the cause of attendance (Advocacy) <ul style="list-style-type: none"> <li>▪ Have students aware of programs and what they can do with it</li> <li>▪ Bring local electives to campuses</li> </ul> </li> <li>➢ Dollars leveraged</li> </ul> </li> </ul>	
4.4	<b>CAEP Technical Update</b> – John Werner	<ul style="list-style-type: none"> <li>● Sites are or have submitted student performance metric data for the State and WIOA</li> </ul>	

		<ul style="list-style-type: none"> <li>● Working on our Consortium Annual Plan <ul style="list-style-type: none"> <li>➤ Guidance has been behind schedule</li> <li>➤ State has given us a template</li> <li>➤ Due date has been moved to September 14<sup>th</sup></li> </ul> </li> </ul>	
5	<b>Action Items</b>		
5.1	<b>Amended SAEC Consortium Fiscal Allocation Declaration 2022/23</b> – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> <li>● PowerPoint presentation showed how the money was disbursed to each district <ul style="list-style-type: none"> <li>➤ COLA distribution is defined by policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to amend CFAD by Victor Rosa, Hanford Joint Unified High School District</li> <li>● Seconded by Lucy VanScyoc, Tulare Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.2	<b>Amended SAEC Memorandum of Understanding 2022/25</b> – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> <li>● Dollar values were changed in the MOU</li> <li>● MOU will now go before your local LEA's <ul style="list-style-type: none"> <li>➤ This will be emailed out to everyone with instructions on how to process it</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to amend MOU by Eduardo Ochoa, Corcoran Joint Unified School District</li> <li>● Seconded by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.3	<b>NCWE National Conference</b> – John Werner	<ul style="list-style-type: none"> <li>● Our 3-year plan gives permission to attend conferences at National, State and Local level <ul style="list-style-type: none"> <li>➤ Brought this one before the SAEC Board because it is out of state and is a new conference that has not been attended</li> <li>➤ Conference will be in Portland Oregon</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve attendance of conference by George Eddy, Exeter Unified School District</li> <li>● Seconded by Victor Rosa, Hanford Joint Unified High School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>

5.4	<b>MOU: Connecting Adults to Success, Evaluation of Career Navigator Training Pilot</b> – John Werner	<ul style="list-style-type: none"> <li>● Connecting Adults to Success: Evaluation of Career Navigator Training <ul style="list-style-type: none"> <li>➤ Study will examine whether providing training to career navigators improves adult learners’ education and employment outcomes</li> <li>➤ We have been asked to participate in this program <ul style="list-style-type: none"> <li>▪ Our Navigators will be trained in this program</li> <li>▪ Data will be shared with sites</li> </ul> </li> <li>➤ This training also includes the counselors at the adult schools <ul style="list-style-type: none"> <li>▪ Individual sites will get MOU’s approved at their local boards in order to share student data</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned by Laura Gonzalez, Woodlake Unified School District</li> <li>● Seconded by Lucy VanScyoc, Tulare Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.5	<b>WIOA II RFA 2022 Consultant Contract with PC2</b> – John Werner	<ul style="list-style-type: none"> <li>● Every 3 years sites have to renew their WIOA Title II <ul style="list-style-type: none"> <li>➤ August will start the application for prequalification to demonstrate that we can apply</li> <li>➤ After prequalification then the real application will be filled out that have 15 considerations <ul style="list-style-type: none"> <li>▪ These are labor intensive but bring in 6 – 9% of adult school available funds</li> </ul> </li> <li>➤ We will bring in a consultant to help with the application process (Mitch Rosin with PC2) <ul style="list-style-type: none"> <li>▪ Schools will apply individually but we work on the application process collaboratively</li> </ul> </li> <li>➤ Mitch Rosin has given us an estimate of \$17,000 before he had a chance to see the final RFA <ul style="list-style-type: none"> <li>▪ May come back to the SAEC Board with an adjustment</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve consultant by George Eddy, Exeter Unified School District</li> <li>● Seconded by Victor Rosa, Hanford Joint Unified High School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.6	<b>SAEC Board Co-Chair Selection 2022-2024</b> – John Werner	<ul style="list-style-type: none"> <li>● George Eddy voiced that we keep the same Co-Chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to continue zoom meetings on condition that we are still allowed to hold them by Laura Gonzalez, Woodlake Unified School District</li> <li>● Seconded by George Eddy, Exeter Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>

5.7	<b>SAEC Virtual Board Meeting 09/06/22 – Brent Calvin</b>	<ul style="list-style-type: none"> <li>● Voting to continue SAEC Board meetings virtually <ul style="list-style-type: none"> <li>➤ After vote John Werner will confirm that we are still in a state of emergency and are able to do zoom meetings <ul style="list-style-type: none"> <li>▪ If zoom meetings are no longer allowed we will meet in person next month</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to accept Brent Calvin and Yolanda Valdez as SAEC Co-Chairs by Victor Rosa, Hanford Joint Unified High School District</li> <li>● Seconded by Eduardo Ochoa, Corcoran Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Next meeting 09/06/2022 at 8:00am</li> <li>● Adjourned meeting at 8:55am</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned by George Eddy, Exeter Unified School District</li> <li>● Seconded by Victor Rosa, Hanford Joint Unified High School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>