

SAEC Consortium Board Meeting  
Zoom Virtual Meeting  
Meeting 08/03/21, 8:00am – 9:00am  
Co-chairs: Brent Calvin and Yolanda Valdez

**In Attendance:**

Carmen Becerra, Sequoias Adult Education Consortium; Brian Brazier, Corcoran Unified School District; Brent Calvin, College of the Sequoias; Doug Cardoza, Visalia Unified School District; George Eddy, Exeter Unified School District; Laura Gonzalez, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Education Center; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Unified School District; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Tom Rooney, Lindsay Unified School District; Paul Sevillano, Farmersville Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Unified School District; John Werner, Sequoias Adult Education Director;

	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 8:07am</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>	<ul style="list-style-type: none"> <li>Welcomed Doug Cardoza, Visalia Unified School District who will be replacing Tamara Ravalin</li> </ul>	
2	<b>Review and approval of meeting minutes:</b>	<ul style="list-style-type: none"> <li>Minutes from May 4, 2021 SAEC Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Motioned 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>
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</b>	<ul style="list-style-type: none"> <li>Attendance policy is described in the Governance report in section 14 <ul style="list-style-type: none"> <li>➤ Proxies are not allowable</li> </ul> </li> </ul>	

	<p><b>and SAEC Attendance Policy Review – John Werner</b></p>	<ul style="list-style-type: none"> <li>➤ Attendance record will be displayed at each board meeting</li> <li>● Co-chairs Brent Calvin and Yolanda Valdez <ul style="list-style-type: none"> <li>➤ Per SAEC Governance they will be co-chairs for another year</li> <li>➤ Next Co-chair selection is in August 2022</li> </ul> </li> </ul>	
<p>4.2</p>	<p><b>SAEC Board and Committee Meeting Calendars 2021-2022</b></p>	<ul style="list-style-type: none"> <li>● SAEC Board Meetings <ul style="list-style-type: none"> <li>➤ Has been sent to all members and their secretaries and is linked to the agenda</li> <li>➤ First Tuesday of each month at 8:00am</li> <li>➤ Will have 2 more in person meetings with the rest via Zoom</li> </ul> </li> <li>● SAEC Leadership Committee Meetings <ul style="list-style-type: none"> <li>➤ First Tuesday of each month following the Board meeting</li> <li>➤ 3<sup>rd</sup> or 4<sup>th</sup> Thursday of each month in the afternoon</li> </ul> </li> <li>● SAEC Governance Committees and other Working groups <ul style="list-style-type: none"> <li>➤ Governance committees meet quarterly</li> <li>➤ Other working groups meet more frequently</li> </ul> </li> </ul>	
<p>4.3</p>	<p><b>WIOA Title II Update – Heather Keran</b></p>	<ul style="list-style-type: none"> <li>● All Deliverables came back to schools based on payment points <ul style="list-style-type: none"> <li>➤ Based on enrollments, kinds of classes, graduates</li> </ul> </li> <li>● Amended Grand Award Notifications (GAN's) and funding amounts <ul style="list-style-type: none"> <li>➤ Received notification from the state the amount being awarded to each school</li> <li>➤ Funds do not carry over</li> <li>➤ Letter needs to be signed by the superintendent and wet copies sent back to them</li> </ul> </li> <li>● Future work <ul style="list-style-type: none"> <li>➤ We are in year 3 of a 3-year grant</li> <li>➤ Will need to reapply</li> <li>➤ Due date may be April 1<sup>st</sup></li> <li>➤ If planning on expansion, i.e. IET or CTE programs, they need to be in place prior to reauthorization <ul style="list-style-type: none"> <li>▪ Need approximately 2 year of data</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ CALpro is offering a 2-day clinic for schools that want to learn more about IET programs <ul style="list-style-type: none"> <li>▪ Apply by September 24<sup>th</sup> to get in</li> </ul> </li> </ul>	
4.4	<b>CAEP Technical Update</b>	<ul style="list-style-type: none"> <li>● August 2021 <ul style="list-style-type: none"> <li>➤ <b>Aug 1:</b> Student Data due in TOPSPro (Q4) FINAL</li> <li>➤ <b>Aug 15:</b> Annual Plan for 2021-22 due in NOVA *</li> </ul> </li> <li>● September 2021 <ul style="list-style-type: none"> <li>➤ <b>Sep 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q4)</li> <li>➤ <b>Sep 1:</b> July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA *</li> <li>➤ <b>Sep 1:</b> 21/22 Certification of Allocation Amendment due in NOVA (new)</li> <li>➤ <b>Sep 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) *</li> <li>➤ <b>Sep 30:</b> 21/22 Member Program Year Budget and Work Plan due in NOVA</li> <li>➤ <b>Sep 30:</b> End of Q1</li> </ul> </li> <li>● October 2021 <ul style="list-style-type: none"> <li>➤ <b>Oct 30:</b> 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA</li> <li>➤ <b>Oct 31:</b> Student data due in TOPSPro (Q1)</li> </ul> </li> <li>● South Valley Adult Education Professional Development Event <ul style="list-style-type: none"> <li>➤ August 10 at 8:30am</li> </ul> </li> <li>● Consortium Three Year plan 2022-25 is due June 22, 2022 <ul style="list-style-type: none"> <li>➤ What gaps do we see</li> <li>➤ How to address gaps</li> <li>➤ Will bring back recommendation to hire a consultant to help break the bounder director rut</li> </ul> </li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>●</li> </ul>	

5.1	<b>Amended SAEC Consortium Fiscal Allocation Declaration 2021-2022</b>	<ul style="list-style-type: none"> <li>● COLA was increased <ul style="list-style-type: none"> <li>➤ We get the increase amount and it goes out proportionally</li> <li>➤ Superintendent will need to go into NOVA and approve amended allocation</li> <li>➤ Triggers and Amended MOU</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Seconded by Paul Sevillano, Farmersville Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.2	<b>Amended SAEC Memorandum of Understanding 2021-2024 – Brent Calvin or Yolanda Valdez</b>	<ul style="list-style-type: none"> <li>● Final COLA of 4.01% <ul style="list-style-type: none"> <li>➤ Need amended MOU</li> <li>➤ Once approved an amended MOU will be sent to members</li> <li>➤ Needs approval of each District’s Board</li> <li>➤ Needs to be signed by SAEC Board Member and School’s Board President</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Seconded by George Eddy, Exeter Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.3	<b>SAEC Annual Plan 2021-2022 – Brent Calvin or Yolanda Valdez</b>	<ul style="list-style-type: none"> <li>● Sections <ul style="list-style-type: none"> <li>➤ Executive Summary <ul style="list-style-type: none"> <li>▪ Brief description of how we will get the 3-year plan done</li> <li>▪ Address the impact of COVID</li> </ul> </li> <li>➤ Regional Planning Overview (Three Year Plan to Plan Language) <ul style="list-style-type: none"> <li>▪ Will begin the process of engaging stakeholder to draft a new, comprehensive three-year plan</li> <li>▪ Work will occur during the 2021/22 program year</li> </ul> </li> <li>➤ Regional Needs (include how identified and how measured) <ul style="list-style-type: none"> <li>▪ CTE Training Programs</li> <li>▪ Computer Skills</li> <li>▪ Sharing Information and Resources</li> <li>▪ Student Access to Programs</li> <li>▪ Classes and Varying Times and Locations</li> </ul> </li> <li>➤ Regional Strategies <ul style="list-style-type: none"> <li>▪ Gaps in Service <ul style="list-style-type: none"> <li>○ RISDS</li> <li>○ Additional courses for immigrants</li> <li>○ Embed computer skills</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned by Paul Sevillano, Farmersville Unified School District</li> <li>● Seconded by Lucy Van Scyoc, Tulare Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>

		<ul style="list-style-type: none"> <li>○ Offer access to devices and internet</li> <li>○ Employer input into CTE curriculum</li> <li>○ Work-based learning in CTE</li> <li>○ Added CTE certification courses</li> <li>▪ Seamless Transitions <ul style="list-style-type: none"> <li>○ Pathway Mapping Tool</li> <li>○ Expanded college tours</li> <li>○ Adult Education counselors</li> <li>○ ESL counselor</li> <li>○ Occupation Work Skill Curriculum in AWD</li> <li>○ Outreach to employers on hiring AWD candidates</li> <li>○ Joint Advisory Committees</li> <li>○ Adult school curriculum alignment</li> <li>○ ESL off-site coordinated delivery</li> </ul> </li> <li>▪ Student Acceleration</li> <li>▪ Professional Development <ul style="list-style-type: none"> <li>○ AWD accommodation training</li> <li>○ Shared PD events/activities</li> <li>○ Conferences</li> </ul> </li> <li>▪ Leverage Resources <ul style="list-style-type: none"> <li>○ Expanded AE courses in communities where AE was terminated</li> <li>○ Co-location of SAEC Navigators</li> <li>○ WIOA II Participation</li> <li>○ Shared PD</li> <li>○ Adult Perkins (as applicable)</li> <li>○ CalWORKS</li> <li>○ Partners participation</li> <li>○ Jail Ed CTE: TCSO partnership with VUSD</li> <li>○ LCFF</li> </ul> </li> <li>▪ Fiscal Management <ul style="list-style-type: none"> <li>○ Direct Funded</li> <li>○ VUSD as fiscal coordinator</li> <li>○ All plans align to fiscal allocation</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Next meeting 09/07/2021 at 8:00am via Zoom</li> <li>● Adjourned meeting at 8:52am</li> </ul>	