

## SAEC Consortium Board Meeting Minutes

August 20, 2024, 8:00am – 9:45am

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

### In Attendance:

Jennie Bautista, Workforce Investment Board of Tulare County; Carmen Becerra, Sequoias Adult Education Consortium; Brent Calvin, College of the Sequoias; Randy Clem, Tulare Adult School; George Eddy, Exeter Unified School District; LaDonna Jones, Sequoias Adult Education Consortium; Amalia Lopez, Lindsay Adult School; Margarita Lozano, Read to Succeed Library, Manuel Mendez, Farmersville Unified School District;; Tami Olson, Visalia Adult School; Victor Rosa, Hanford Joint Union High School District; T.J. Ryan, Woodlake Unified School District; Kirk Shrum, Visalia Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Unified High School District; Arturo Villarreal, Farmersville Adult School; Christine Wegner, Exeter Unified School District; John Werner, Sequoias Adult Education Consortium

	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 8:02am</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>● Introduction of new people:               <ul style="list-style-type: none"> <li>➢ LaDonna Jones, Assistant to SAEC Executive Director</li> <li>➢ Randy Clem, Director Tulare Adult School</li> <li>➢ Manuel Mendez, Interim Superintendent Farmersville Unified School District</li> </ul> </li> </ul>	
2	<b>Review and approval of meeting minutes and Notes:</b>	<ul style="list-style-type: none"> <li>● Minutes from May 7, 2024</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 Union 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>● None</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>SAEC Board Member Attendance and SAEC Attendance Policy Review</b> - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● Review of Attendance Expectations of Board Members: Section 14 of the SAEC Report on Consortium Governance. <ul style="list-style-type: none"> <li>➤ A Member may miss not more than 5 meetings in a fiscal year. <ul style="list-style-type: none"> <li>▪ At the meeting of 4th absence, written notice shall be read into the minutes as an informational item and delivered via USPS to Member's Governing Board.</li> <li>▪ At the meeting of 5th absence, the SAEC Board shall take action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend.</li> </ul> </li> <li>➤ Chronic or Consecutive Absenteeism <ul style="list-style-type: none"> <li>▪ If a Member is absent for 4 or more consecutive SAEC Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default.</li> </ul> </li> <li>➤ Dismissal from or admission to the Consortium shall be accomplished by a simple majority vote.</li> <li>➤ If the Member initiates leaving the Consortium, SAEC will require the Member's Governing Board approval.</li> <li>➤ If the Consortium initiates dismissal, the Consortium will inform the Member's Superintendent and Governing Board and follow due process.</li> <li>➤ SAEC Members may be dismissed from SAEC for failure to demonstrate member effectiveness.</li> <li>➤ If the Consortium dismisses a Member, the Consortium Executive Director shall notify the AEBG Project Monitor immediately.</li> <li>➤ A record of the intervention steps and dismissal actions shall be kept in the official minutes on Consortium Board Meetings.</li> <li>➤ Dismissal from the Consortium is final and shall remain in effect for the remainder of the applicable or current 3 year planning period.</li> </ul> </li> <li>● Attendance records will be displayed at each SAEC Board meeting.</li> <li>● Proxies are not allowable.</li> </ul>	

4.2	<b>Sunrise SAEC State of the Consortium and Member Effectiveness Reports</b> – John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● Each year, in the Fall, the SAEC Executive Director provides the SAEC Board with a report on Consortium effectiveness. The “State of the Consortium Report” is followed by individual member effectiveness reports through the winter months. <ul style="list-style-type: none"> <li>➢ State of the Consortium Report in October <ul style="list-style-type: none"> <li>▪ 2023/24 SAEC Outcome Data</li> <li>▪ 2023/24 Expenditure Report</li> <li>▪ 2023/24 Program Hours and Leveraged Funds Reports submitted.</li> </ul> </li> <li>➢ Member Effectiveness Report <ul style="list-style-type: none"> <li>▪ November through March, two members at a time</li> <li>▪ School Profile, Success, Challenges, Changes <ul style="list-style-type: none"> <li>○ Tied to SAEC Three Year Plan Goals and member level performance data</li> </ul> </li> </ul> </li> <li>➢ Adam Peck, from the Workforce Investment Bureau, will be coming to an upcoming meeting to present this year’s regional economic outlook.</li> </ul> </li> </ul>	
4.3	<b>CAEP Technical Update</b> - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● AEP Due Dates <ul style="list-style-type: none"> <li>➢ August 2024 <ul style="list-style-type: none"> <li>▪ Aug 15: Annual Plan for 2024-2025 due in NOVA</li> </ul> </li> <li>➢ September 2024 <ul style="list-style-type: none"> <li>▪ Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4)</li> <li>▪ Sep 1: 24/25 Certification of Allocation Amendment due in NOVA</li> <li>▪ Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortium in NOVA (Q4)</li> <li>▪ Sep 30: End of Q1</li> </ul> </li> <li>➢ October 2024 <ul style="list-style-type: none"> <li>▪ Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA</li> <li>▪ Oct 31: Student data due in TOPSPRO (Q1)</li> <li>▪ Oct 31: Employment and Earnings Follow-up Survey</li> </ul> </li> </ul> </li> </ul>	
5	<b>Action Items</b>		
5.1	<b>SAEC Annual Plan 2024/25</b> – John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● Executive Summary: <ul style="list-style-type: none"> <li>➢ Each program year SAEC must submit an annual plan in accordance with CA Education Code 84830. The SAEC Annual Plan 24/5 (Program Year 10) will be submitted to the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve by Manuel Mendez, Farmersville Unified School District</li> <li>● Seconded by Lucy Van Scyoc,</li> </ul>

		<p>CAEP Office via NOVA on or before August 15, 2024. The SAEC Annual Plan 2024/25 describes consortium participants (members and partners) and funding allocations. It describes the strategies SAEC and its members will take in 2024/25 to enhance delivery of adult education services in the region and address regional needs in adult education. It is aligned to the SAEC Three Year Plan and applicable state law. All member districts are bound to implementation of the plan and Program Assurances.</p> <ul style="list-style-type: none"> <li>➤ Once the SAEC Board approves the plan, the SAEC Executive Director inputs and submits the plan in NOVA and Member representatives approve it in NOVA.</li> <li>➤ SAEC Members then complete and submit individual Member Budgets and Work Plans for 2024/25 in NOVA.</li> </ul> <ul style="list-style-type: none"> <li>● Process: <ul style="list-style-type: none"> <li>➤ Step 1: Sunrise at SAEC Board 4/2/24</li> <li>➤ Step 2: SAC Board action on 8/20/24</li> <li>➤ Step 3: Member representatives approve in NOVA. John Werner will send link directly from NOVA</li> <li>➤ Step 4: Members complete all 23/24 reporting and create individual 24/25 member budgets and work plans in NOVA</li> </ul> </li> <li>● Original plan was well thought out and we have hit the Strategies we said we would.</li> <li>● Staffing continues to be our largest ongoing issue.</li> </ul>	<p>Tulare Joint Unified School District</p> <ul style="list-style-type: none"> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.2	<p><b>SAEC Amended Fiscal Allocation 2024/25 -</b> John Werner, Executive Director, SAEC</p>	<ul style="list-style-type: none"> <li>● The SAEC CFAD aligns the distribution of funds to the SAEC Regional Comprehensive Plan and Annual Plan. <ul style="list-style-type: none"> <li>➤ Previous SAEC Board action on 5/7/24</li> <li>➤ Rebench on 2021/22</li> <li>➤ Final 2024/25 COLA: 1:07%</li> <li>➤ Members have already approved in NOVA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve by Victor Rosa, Hanford Joint Union High School</li> <li>● Seconded by TJ Ryan, Woodlake Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.3	<p><b>SAEC Memorandum of Understanding 2024/27 –</b> John Werner, Executive Director, SAEC</p>	<ul style="list-style-type: none"> <li>● There are substantive changes to 2024.2027 SAEC Memorandum of Understanding. <ul style="list-style-type: none"> <li>➤ Beneficiary guarantee amounts (enacted COLA)</li> <li>➤ SAEC Office guarantee amount (enacted COLA)</li> </ul> </li> <li>● Board members will take back to their local boards for approval and signatures</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve by George Eddy, Exeter Unified School District</li> <li>● Seconded by Kirk Shrum, Visalia Unified School District</li> <li>● Vote: All approved</li> </ul>

		<ul style="list-style-type: none"> <li>● Process: <ul style="list-style-type: none"> <li>➤ Step 1: MOU sunrise at SAEC Board meeting on 4/02/24</li> <li>➤ Step 2: SAEC Board action on 5/7/24 (Amended 8/20/24)</li> <li>➤ Step 3: Member districts take the MOU and the SAEC Report on Consortium Governance to their local boards for action on both documents.</li> <li>➤ Step 4: MOU is signed by both the LEA board president and the superintendent.</li> <li>➤ Step 5: Return both signed documents, the LEA board agenda, and the LEA board minutes to Ljones01@vusd.org.</li> </ul> </li> </ul>	None opposed Motion Carried
5.4	<b>SAEC Report on Consortium Governance 2024/25-</b> John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● Changes from 2023/24: <ul style="list-style-type: none"> <li>➤ Date change</li> <li>➤ Minor edits to flow</li> </ul> </li> <li>● Process: <ul style="list-style-type: none"> <li>➤ Step 1: Sunrise at SAEC Board 4/2/24</li> <li>➤ Step 2: SAEC Board action on 8/20/24</li> <li>➤ Step 3: Local LEA boards take individual action to approve along with the SAEC MOU. <ul style="list-style-type: none"> <li>▪ Superintendent signs this doc.</li> </ul> </li> <li>➤ Step 4: Send signed copy with LEA board agenda and minutes to Ljones01@vusd.org</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve by Victor Rosa, Hanford Joint Union High School</li> <li>● Seconded by Lucy Van Scyoc, Tulare Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
5.5	<b>Sinclair Broadcasting Group Marketing Agreement 2024/25-</b> John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> <li>● Review, Goals and How:: <ul style="list-style-type: none"> <li>➤ Audience: 18+ male and female</li> <li>➤ Challenge: Filling seats for programs and classes</li> <li>➤ Goal: Increase brand awareness, get more students for ESL and Technical Work</li> <li>➤ How: Utilize KMPH platform (Great Day)to increase branding, utilize Ad supported streaming to target specific individuals, utilize both KMPH and streaming to increase brand awareness and target audiences who will benefit from SAEC programs.</li> <li>➤ KMPH FOX26 and KFRE CW59 can be viewed with Cle/Ads. in Broadcast Only home and Broadband Only Households.</li> <li>➤ Total cost of \$21,570 (\$3,595 a month per district) for a 6 month commitment to be spread over 18 months.</li> </ul> </li> <li>● Members also wish to look at local stations strategically targeting communities such as Channel 21 in Cutler-Orosi.</li> <li>● The idea was introduced that the Navigators should do more radio interviews or produce targeted videos for immigrants on topics such as how to enroll in English classes.</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approved by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Seconded by Kirk Shrum, Visalia Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>

5.6	<p><b>SAEC High School Diploma Graduation Credit Requirement Alignment</b> – John Werner, Executive Director, SAEC and Tami Olsen, Principal of Visalia Adult School.</p>	<ul style="list-style-type: none"> <li>● What: <ul style="list-style-type: none"> <li>➢ The Consortium seeks to adopt the HSD graduation credit requirements aligned to CA state minimum - currently 135 credits</li> </ul> </li> <li>● Why: <ul style="list-style-type: none"> <li>➢ Adult Education HSD programs are programs of choice</li> <li>➢ CAEP and WIOA performance baked outcome metrics</li> <li>➢ Increasing loss of students to non-consortium programs which have already adopted state minimum requirements</li> <li>➢ WIOA core partner program alignment (incentivized diploma and equivalent completion)</li> </ul> </li> <li>● Safeguards: <ul style="list-style-type: none"> <li>➢ AE revenues may not be used to provide services to minors (Under 18 years of age)</li> <li>➢ Comprehensive HS programs must serve until expected graduation date</li> <li>➢ Data show students stay with comprehensive high schools.</li> </ul> </li> <li>● Concerns Addressed: <ul style="list-style-type: none"> <li>➢ Tami Olsen presented data showing regular high schools are not losing students to adult schools.</li> <li>➢ Tami Olsen presented updated graduation policy language for Board consideration.</li> <li>➢ Amalia Lopez suggested amended language as underlined in policy below.</li> </ul> </li> <li>● <b>Updated Sequoias Adult Education Consortium Graduation Policy:</b>  This policy ensures that the Sequoias Adult Education Consortium (SAEC) provides tailored education plans that meet the diverse needs of its students while maintaining academic standards and to establish clear guidelines for students enrolled in SAEC Adult Schools pursuing a High School Diploma, <b>ensuring they meet the appropriate credit requirements based on their high school district’s enrollment status, age and local policy.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approved by Yolanda Valdez with amended language “and local policy” at the end of the stated policy, Cutler-Orosi Joint Unified School District</li> <li>● Seconded by Victor Rosa, Hanford Joint Union High School</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
6	<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>● Next meeting 10/1/2024 at 8:00am <ul style="list-style-type: none"> <li>➢ In person at COS, Sequoias Room 1</li> <li>➢ Reminder there is no meeting in September</li> </ul> </li> <li>● Meeting adjourned at 9:30am</li> </ul>	

