



SAEC Board Meeting Agenda

March 6, 2018 8:00 AM – 10:00 AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Stan Carrizosa and Drew Sorensen

1. Opening Business
 - 1.1 Call to Order
 - 1.2 Establish Quorum
 - 1.3 Welcome and Introductions
2. Approval of Minutes – February 6, 2017
3. Public Comment – General public comment on any SAEC related topic may be heard at this time. The SAEC 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 SAEC Board. Pursuant to SAEC Policy the SAEC 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 AEBG Technical Update—John Werner
 - 4.1.1 AEBG Preliminary Allocations
 - 4.1.2 NOVA Fiscal Reporting Update
 - 4.2 Lindsay Adult School Member Report—Dennis Doane
 - 4.3 Proteus, Inc. Partner Report—Ken Kurts
 - 4.4 Velocity Tour 2018—Carmen Becerra
5. Action Items:
 - 5.1 Professional Development, Aztec Teacher Training March 20th—John Werner
 - 5.2 Full Capacity Consultant Contract, Public Service Pathway Map—John Werner
6. Discussion Items
 - 6.1 SAEC 2018/19 Governance Document Draft Review—John Werner
 - 6.2 SAEC 2018-21 MOU Draft Review—John Werner
 - 6.3 SAEC 2018/19 CFAD Draft Review—John Werner
7. Adjournment

SAEC Board Meeting Schedule: 04/03/18, 05/01/18, 06/05/18*

SAEC Board Meeting
College of the Sequoias Board Room 1
Meeting 02/06/18, 8:00 - 10:00 am
Co-chairs: Stan Carrizosa & Drew Sorensen

In Attendance:

John Arriola, Corcoran Joint Unified School District; Wende Ayers, ABLE Industries; Carmen Becerra, SAEC ESL Navigator; Carla Calhoun, CSET; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doan, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Lori McClintick, Visalia Adult School; Lori Morton, Tulare County Office of Education; Todd Oto, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Thad Russell, College of the Sequoias; Drew Sorensen, Woodlake Unified School District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:04 am. 	
1.2	Establish Quorum	<ul style="list-style-type: none"> Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> All present introduced themselves and the school or place they represent. 	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> Minutes from December 5, 2017 SAEC Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Todd Oto, Visalia Unified School District Seconded by John Arriola, Corcoran Joint Unified School District Vote: All approved, None opposed, Motion Carried
3	Public Comment	<ul style="list-style-type: none"> None 	
4	Information Items		
4.1	AEBG Technical Update – John Werner	<ul style="list-style-type: none"> Brown Act <ul style="list-style-type: none"> ➢ State has determined that the Brown Act applies to the AEBG consortia. ➢ Effective immediately 	<ul style="list-style-type: none"> SAEC may need to make some adjustments in process and/or local policy

		<ul style="list-style-type: none"> • AEBG Fees <ul style="list-style-type: none"> ➢ Fees are not allowed for community college noncredit, K12 adult ASE/ABE, ESL, AWD, and K12 Success ➢ Fees are allowed for K12 CTE courses • Administrative Oversight <ul style="list-style-type: none"> ➢ We have language that a member will be an effective member <ul style="list-style-type: none"> ▪ We need to build a structure that will allow us to do that evaluate member effectiveness ▪ We have board reviews and status updates as a start. We need to make it a formal structure of participation. <ul style="list-style-type: none"> • Tell state this is how we do it ▪ We need to find the model that will work best for us ➢ Self-Assessment <ul style="list-style-type: none"> ▪ We need to keep control of our own self-assessment ▪ We need to define our own accountability until the state gets something more to us • Consortium Administrative Function <ul style="list-style-type: none"> ➢ How does the administrative oversight function, how does it access a consortium and its membership, and what does an evaluation look like? ➢ Consortium oversight is not like federal program monitoring <ul style="list-style-type: none"> ▪ We do not audit ➢ Using the 3 year plan, annual plan, AEBG student data, and other resources available <ul style="list-style-type: none"> ▪ Evaluation of program needs as identified to meet the needs of the community ▪ Evaluation of current levels & types of services ▪ Evaluation of funds provided to members ▪ Evaluation of member effectiveness ➢ Role of consortium oversight <ul style="list-style-type: none"> ▪ Is the member contributing to the planning process of adult education ▪ Are they participating in completion of our plan ▪ Are they carrying through with their activities and is the data speaking to the activities ➢ If not an effective member <ul style="list-style-type: none"> ▪ Peer support between our members ▪ Leadership team works well together in supporting each other and filling in gaps ▪ AEBG Technical Assistant Program (TAP) also offers support for members 	<ul style="list-style-type: none"> • We are currently in compliance • We are doing so well we should add more things to do. <ul style="list-style-type: none"> ➢ Insulate ourselves from anything the legislature thinks needs to happen ➢ We have a little bit of control over our own destiny
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		<ul style="list-style-type: none"> • 3 Year Planning Process <ul style="list-style-type: none"> ➢ Due date has been extended into May 2019 ➢ We will be well positioned to complete a 3 year plan and submit to the state ➢ Annual plans will then become progress plans within those 3 years • AEBG 2018-19 Proposed Budget: COLA & Data and Accountability <ul style="list-style-type: none"> ➢ COLA increase of \$20.5 Million (roughly 4.1%) <ul style="list-style-type: none"> ▪ They used a funding formula to determine our need. ▪ For us it is approximately \$375,000 to the consortium level ▪ Board will determining funding for members <ul style="list-style-type: none"> • We use a funding formula to divide the money • Funding formula on slide 16 ➢ There is an additional 5 million dollars that will be used up by the state chancellor's office and the CDE to align data systems ➢ CFADS are due May 2nd • Questions: <ul style="list-style-type: none"> ➢ None 	<ul style="list-style-type: none"> • The fairest methodology and allocations be voted on during the CFAD process
4.2	SAEC Governance Participation Process – John Werner	<ul style="list-style-type: none"> • Activities we need to go through to maintain a consortium and then submit to the state <ul style="list-style-type: none"> ➢ LEA intent to participate, representative designation <ul style="list-style-type: none"> ▪ Go to local Board and confirm who may attend from each district ▪ May be able to combine LEA intent to participate and MOU when presenting to each Board <ul style="list-style-type: none"> • Would like to have MOU completed by June ▪ Leadership team will provide support for everyone so you will not have to do everything from scratch ➢ Consortia Fiscal Administration Declaration (CFAD) Due May 2nd ➢ Governance plan update <ul style="list-style-type: none"> ▪ Will review governance plan as submitted and make any updates to it ➢ Member Applications ➢ Partner Applications 	<ul style="list-style-type: none"> • Everything will need to be completed between now and June • Will need to come before the SAEC Board in April to meet deadline
4.3	Fiscal Data Reporting – John Werner	<ul style="list-style-type: none"> • PY1 2015-16 Fiscal Report, Period 5 – Submitted 1/31/18 <ul style="list-style-type: none"> ➢ Funds have been expended ➢ Final report has been submitted and accepted by Chancellors office 	

		<ul style="list-style-type: none"> • PY1 2015-16 Fiscal Report, Period 1 "Data Grant" – Submitted 1/31/18 <ul style="list-style-type: none"> ➢ Total expenditures: \$310,158 or 92.6% ➢ Remaining amount belongs to Visalia Adult School and it will be expended shortly ➢ Final report due a year from now • Data and Accountability Member Reporting: AEBG Data Integrity Reports – Submitted 1/31/18 <ul style="list-style-type: none"> ➢ Each adult school had to submit a data report ➢ Principals have to do it quarterly ➢ Summary report only ➢ Leadership team will take this information and look for trends and insights in several areas <ul style="list-style-type: none"> ▪ How can we improve • Question: Will it populate with age based data? <ul style="list-style-type: none"> ➢ Yes, but not to the extent that WIB gets it ➢ We will get demographic level information down to the school level 	<ul style="list-style-type: none"> • Leadership team will take this information and look for trends and insights in several area • Look at how we can improve our adult education delivery based on the information we are collecting
4.4	WIOA II – Larriann Torrez	<ul style="list-style-type: none"> • Should have received grant award notifications (GAN) in December <ul style="list-style-type: none"> ➢ In the future on GAN will come out in July with an estimation ➢ An amended GAN will come out in October • First and Second Quarter Expenditures Claims due February 16, 2018 • New Grant Award Notification (GAN) process beginning 2018-19 	
4.5	Velocity Tour 2018 – John Werner	<ul style="list-style-type: none"> • We have a calendar in place <ul style="list-style-type: none"> ➢ May have minor adjustments ➢ Spans a two and a half week time period • Moved it to April to influence enrollment in a better way • Not trying to generate crowd flow this time <ul style="list-style-type: none"> ➢ We are landing at events that are already going on ➢ Trying to hit events that folks in adult education go to ➢ Will use the Proteus bus if we are out for a full day 	
5	Action Items		
5.1	Conference Request: COABE 2018 – John Werner	<ul style="list-style-type: none"> • COABE Conference will be held in Phoenix Arizona on March 24 – 28, 2018 <ul style="list-style-type: none"> ➢ National organization holds a conference each year 	

		<ul style="list-style-type: none"> ▪ Professional development for the adult education crowd ▪ Will be gathering information of new ideas that are going on nationally ▪ Gathering ideas and ways to improve our integrated based education <ul style="list-style-type: none"> ➤ Requesting approval to go to COABE <ul style="list-style-type: none"> ▪ Is in the annual plan but still needs Board approval ➤ Estimated cost: \$1972.00 <ul style="list-style-type: none"> ▪ Registration: \$495 ▪ Lodging: \$908 ▪ Travel: \$409 ▪ Meals: \$160 	<p>Motion to approve to have John Werner attend the 2018 COABE Conference in Phoenix Arizona</p> <ul style="list-style-type: none"> • Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District • Seconded by Todd Oto, Visalia Unified School District • Vote: All approved, None opposed, Motion Carried
6	Discussion Items	<ul style="list-style-type: none"> • Do we have businesses that provide interpreters or transportation? Is this something that stops people from getting jobs? <ul style="list-style-type: none"> ➤ Industrial jobs will take a unit or shift and typically have a monolingual work force that work a certain shift so they can take advantage of bringing that workforce in ➤ Some business like Ruiz foods is not a barrier. <ul style="list-style-type: none"> ▪ More of a barrier if you are not a Spanish speaker ➤ Do not have employers of the scale that the can provide transportation in this area <ul style="list-style-type: none"> ▪ There are some ride share in the region where they can rent a van and carpool but this is done on an individual bases • What role will robotics play into the workforce? <ul style="list-style-type: none"> ➤ Truck driving has remained study and does not require much education <ul style="list-style-type: none"> ▪ Next 20 years long haul jobs will disappear ▪ TESLA is working on auto driving vehicles ➤ Joann Fabrics has automation and figures that in the next 15 years they will triple the output without expanding and adding more employees ➤ They can build higher. Do not have to worry about work comp with robots. • We have some candidates running for County Office of Superintendent positions <ul style="list-style-type: none"> ➤ Would like to have them come in and talk to us County Office of 	<ul style="list-style-type: none"> • Trying to figure out how to get more people hired

[illegible]

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of March 6, 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: AEBG Technical Update

AGENDA SECTION:

☐ Public Recognition/Proclamations
☐ Public Comment/Public Interest Announcements/Status Reports
☒ General Agenda: Review/Public Hearing/**Information**/Board Discussion/Action

BACKGROUND/SUMMARY:

Periodic technical updates provide the SAEC Board and Partners with information regarding overall AEBG program compliance and policy changes. This update includes summary information on the 2018-19 and 2019-20 AEBG Preliminary Allocation Schedule with COLA and an update on the NOVA Fiscal Reporting System due dates for members. Detailed information can be accessed via the AEBG website at <http://aebg.cccco.edu/>, or contacting the SAEC Office by phone at 559.730.7347, or by contacting the SAEC Director, John Werner directly at sequoiasadulthooddirector@gmail.com.

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.



2018-19 and 2019-20 AEBG Preliminary Allocation Schedule w/ COLA

AEBG Consortium	Base Funding from AEBG 17-18	COLA Amount for 18-19	New 18/19 Allocation	19/20
01 Allan Hancock Community College Consortium	\$1,572,186	\$64,460	\$1,636,646	\$1,636,646
02 Antelope Valley Regional Adult Education Consortium	\$3,803,733	\$155,953	\$3,959,686	\$3,959,686
03 Barstow Area Consortium for Adult Education	\$860,324	\$35,273	\$895,597	\$895,597
04 Butte-Glenn Adult Education Consortium	\$2,077,938	\$85,195	\$2,163,133	\$2,163,133
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$3,249,166	\$133,216	\$3,382,382	\$3,382,382
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$13,904,368	\$570,079	\$14,474,447	\$14,474,447
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$8,763,923	\$359,321	\$9,123,244	\$9,123,244
08 West End Corridor/ Chaffey Regional AE Consortium	\$6,833,501	\$280,174	\$7,113,675	\$7,113,675
09 Citrus College Adult Education Consortium	\$4,097,268	\$167,988	\$4,265,256	\$4,265,256
10 Coast Adult Education Consortium	\$7,073,559	\$290,016	\$7,363,575	\$7,363,575
11 Tri City Adult Education Consortium	\$5,828,777	\$238,980	\$6,067,757	\$6,067,757
12 Contra Costa Adult Education Consortium	\$14,065,636	\$576,691	\$14,642,327	\$14,642,327
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$773,016	\$31,694	\$804,710	\$804,710
14 Desert Regional Consortium	\$3,063,316	\$125,596	\$3,188,912	\$3,188,912
15 South Bay Adult Education Consortium (El Camino)	\$9,720,958	\$398,559	\$10,119,517	\$10,119,517
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$773,016	\$31,694	\$804,710	\$804,710

17 Foothill De Anza/ NSCCSTC	\$8,098,529	\$332,040	\$8,430,569	\$8,430,569
18 Gavilan Regional Adult Career and Education Services	\$1,368,513	\$56,109	\$1,424,622	\$1,424,622
19 Glendale Community College District Regional Consortium	\$1,015,717	\$41,644	\$1,057,361	\$1,057,361
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$7,866,672	\$322,534	\$8,189,206	\$8,189,206
21 Salinas Valley Adult Education Consortium	\$3,490,139	\$143,096	\$3,633,235	\$3,633,235
22 Imperial County Adult Education Consortium	\$1,846,657	\$75,713	\$1,922,370	\$1,922,370
23 Kern AEBG Consortium	\$16,126,066	\$661,169	\$16,787,235	\$16,787,235
24 Lake Tahoe Adult Education Consortium	\$850,318	\$34,863	\$885,181	\$885,181
25 Lassen County AB86 Consortium	\$892,858	\$36,607	\$929,465	\$929,465
26 Long Beach Adult Education	\$2,270,560	\$93,093	\$2,363,653	\$2,363,653
27 Los Angeles Regional Adult Education Consortium	\$121,872,945	\$4,996,791	\$126,869,736	\$126,869,736
28 Capital Adult Education Regional Consortium	\$11,128,458	\$456,267	\$11,584,725	\$11,584,725
29 Marin County Adult Education Block Grant Consortium	\$1,397,321	\$57,290	\$1,454,611	\$1,454,611
30 Mendocino-Lake Consortium	\$1,457,718	\$59,766	\$1,517,484	\$1,517,484
31 Gateway Adult Education Network (Merced)	\$3,137,143	\$128,623	\$3,265,766	\$3,265,766
32 Coastal North County Adult Education Consortium (MiraCosta)	\$1,132,500	\$46,433	\$1,178,933	\$1,178,933
33 Monterey Peninsula Consortium	\$2,410,582	\$98,834	\$2,509,416	\$2,509,416
34 Mt. San Antonio Regional Consortium for Adult Education	\$33,159,800	\$1,359,552	\$34,519,352	\$34,519,352
35 Southwest Riverside County Adult Education Regional Consortium	\$4,595,366	\$188,410	\$4,783,776	\$4,783,776
36 Napa Valley Adult Education Consortium	\$2,700,253	\$110,710	\$2,810,963	\$2,810,963
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$3,653,902	\$149,810	\$3,803,712	\$3,803,712
38 Southern Alameda County Consortium (Ohlone)	\$3,933,260	\$161,264	\$4,094,524	\$4,094,524
39 Palo Verde Consortium	\$773,016	\$31,694	\$804,710	\$804,710
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$7,455,872	\$305,691	\$7,761,563	\$7,761,563
41 Pasadena Area Consortium	\$1,772,131	\$72,657	\$1,844,788	\$1,844,788
42 Northern Alameda Consortium for Adult Education	\$7,614,531	\$312,196	\$7,926,727	\$7,926,727
43 Rancho Santiago Adult Education Consortium	\$4,403,130	\$180,528	\$4,583,658	\$4,583,658
44 North Coast Adult Education Consortium (Redwoods)	\$1,060,306	\$43,473	\$1,103,779	\$1,103,779

45 Rio Hondo Region Adult Education Consortium	\$13,664,430	\$560,242	\$14,224,672	\$14,224,672
46 About Students Regional Consortium (Riverside)	\$7,851,639	\$321,917	\$8,173,556	\$8,173,556
47 Inland Adult Education Consortium (San Bernardino)	\$9,961,494	\$408,421	\$10,369,915	\$10,369,915
48 San Diego Adult Education Regional Consortium	\$4,445,071	\$182,248	\$4,627,319	\$4,627,319
49 San Francisco Adult Education Consortium	\$3,665,059	\$150,267	\$3,815,326	\$3,815,326
50 Delta Sierra Regional Alliance (San Joaquin)	\$7,940,243	\$325,550	\$8,265,793	\$8,265,793
51 South Bay Consortium for Adult Education (San Jose)	\$16,558,269	\$678,889	\$17,237,158	\$17,237,158
52 San Luis Obispo County Adult Education Consortium	\$1,329,958	\$54,528	\$1,384,486	\$1,384,486
53 ACCEL San Mateo County	\$9,113,286	\$373,645	\$9,486,931	\$9,486,931
54 Santa Barbara AEBG Consortium	\$773,016	\$31,694	\$804,710	\$804,710
55 Santa Clarita Valley Adult Education Consortium	\$1,227,186	\$50,315	\$1,277,501	\$1,277,501
56 Santa Monica Regional Consortium for Adult Education	\$1,077,163	\$44,164	\$1,121,327	\$1,121,327
57 Sequoias Adult Education Consortium (SAEC)	\$9,129,557	\$374,312	\$9,503,869	\$9,503,869
58 Shasta-Tehama-Trinity Adult Education Consortium	\$1,060,696	\$43,489	\$1,104,185	\$1,104,185
59 Sierra Joint Consortium	\$3,186,735	\$130,656	\$3,317,391	\$3,317,391
60 Solano Adult Education Consortium	\$3,734,212	\$153,103	\$3,887,315	\$3,887,315
61 Sonoma County Adult Education Consortium	\$2,409,227	\$98,778	\$2,508,005	\$2,508,005
62 South Orange County Regional Consortium (SOCRC)	\$4,579,171	\$187,746	\$4,766,917	\$4,766,917
63 South Bay Adult Education Consortium (Southwestern)	\$13,728,935	\$562,886	\$14,291,821	\$14,291,821
64 State Center Adult Education Consortium	\$14,282,751	\$585,593	\$14,868,344	\$14,868,344
65 Ventura County Adult Education Consortium	\$14,391,068	\$590,034	\$14,981,102	\$14,981,102
66 Victor Valley Adult Education Regional Consortium	\$2,069,315	\$84,842	\$2,154,157	\$2,154,157
67 West Hills College Consortium	\$1,058,280	\$43,389	\$1,101,669	\$1,101,669
68 West Kern Consortium	\$773,016	\$31,694	\$804,710	\$804,710
69 Yosemite (Stanislaus Mother Lode) Consortium	\$4,146,610	\$170,011	\$4,316,621	\$4,316,621
70 North Central Adult Education Consortium (Yuba)	\$2,997,748	\$122,908	\$3,120,656	\$3,120,656
71 Adult Education Pathways (Siskiyou)	\$900,917	\$36,938	\$937,855	\$937,855
Total	\$500,000,000	\$20,500,000	\$520,500,000	\$520,500,000

Disbursement notes: The AEBG allocations (base + COLA) are provided at the consortium level. Members may choose to provide each member in their consortium an across-the-board increase as a result of the COLA, or members may decide to allocate funds based on community need, and factor in carryover from the prior year. Either way is acceptable, but it must have consensus/full agreement by consortium members, who must sign the CFAD reflecting their approval.

AB104 Legislative Language Related to Allocations & CFADs

The AB104 legislative language (see below) supports the allocation schedule for AEBG on the following elements:

- (1) Two years,
- (2) Based on consortia amounts from 17-18,
- (3) Based on the State approved regional need share/formula (including the additional allocations for counties not covered),
- (4) Includes additional funds (\$20.5M) to be allocated beginning in 18-19, which will re-bench the AEBG statewide allocation to \$520.5M.
- (5) Does not include/reflect any repurposed funds due to member changes or amended/reallocated funds within consortia.

Reference of AB104 Language for Preliminary Allocations

84909. (a) This section shall apply commencing with the 2016–17 fiscal year. (b) **The chancellor and the Superintendent, with the advice of the executive director, shall approve, no later than February 28 of the prior fiscal year, a preliminary schedule of allocations to each consortium of any funds proposed in the Governor’s Budget for the program. 96 Ch. 13 — 84** — (c) The chancellor and the Superintendent, with the advice of the executive director, shall approve, within 15 days of enactment of the annual Budget Act, a final schedule of allocations to each consortium of any funds appropriated by the Legislature for the program. (d) The chancellor and the Superintendent shall determine the amount to be allocated to each consortium based on the following:

- (1) The amount of funds apportioned to the members of that consortium in the immediately preceding fiscal year.
 - (2) That adult education region’s share of the statewide need for adult education.
 - (3) That consortium’s effectiveness in meeting the educational needs of adults in the adult education region based on available data.
- (e) Using the final schedule approved pursuant to subdivision (c), the chancellor and the Superintendent shall do one of the following for each consortium: (1) Apportion funds to a fund administrator designated by the members of a consortium beginning no more than 30 days after approval of the final schedule of allocations. (2) Apportion funds to members of a

consortium beginning no more than 30 days after receipt of a final distribution schedule from that consortium.

84910. The chancellor and the Superintendent shall, when approving a schedule of allocations for a fiscal year, also present preliminary projections for the amounts that would be allocated in the subsequent two fiscal years. **This preliminary presentation shall not constitute a binding commitment of funds.**

AB104 Legislation Pertaining to the Consortium Fiscal Administration Declaration (CFAD)

84914. (a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following: (1) The amount of funds to be distributed to each member of the consortium for that fiscal year. (2) A narrative justifying how the planned allocations are consistent with the adult education plan.

Adult Education Indirect Cost Rate

Section 84913 of the Education Section Code is Amended to Read:

84913. (a) Funds apportioned for the program shall be used only for support of the following:

- (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
- (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
- (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- (4) 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.
- (5) Programs for adults with disabilities.
- (6) Programs in career technical education that are short term in nature and have high employment potential.
- (7) 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.
- (8) **Indirect costs of the adult education block grant members. For the purpose of this paragraph, "indirect costs" means the lesser of the member's prior year indirect cost rate as approved by the State Department of Education, for local educational agency members, or no more than five percent of the total funding received from the adult education block grant.**

(b) A consortium may use no more than 5 percent of funds allocated in a given fiscal year for the sum of the following:

- (1) The costs of administration of these programs.
- (2) The costs of the consortium.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of March 6, 2018

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Dennis Doane, Lindsay Adult School
APPROVED BY: John Werner, Director
PRESENTED BY: Dennis Doane, Lindsay Adult School
AGENDA TITLE: **Lindsay Adult School Member Report**

AGENDA SECTION:

☐ Public Recognition/Proclamations
☐ Public Comment/Public Interest Announcements/Status Reports
☒ General Agenda: Review/Public Hearing/**Information**/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2017/18 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2017/18 performance year. SAEC member districts receiving AEBG funds have implemented plan strategies as they relate to the member. As part of ongoing monitoring and program evaluation, members will present the SAEC Board with an update detailing implementation and overall school progress.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Individual member reports provide a status update on implementation of current SAEC 3 Year Comprehensive Plan and Annual Plan strategies.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of March 6, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: Ken Kurtis, Proteus, Inc.

AGENDA TITLE: **Proteus, Inc. Partner Report**

AGENDA SECTION:

_____ Public Recognition/Proclamations

 X Public Comment/Public Interest Announcements/Status Reports

_____ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2017/18 Annual Plan to the California Community College Chancellor's Office. SAEC partner organizations have aligned their work with SAEC plans and Member activities. As part of ongoing monitoring and evaluation of regional alignment efforts, partners will present the SAEC Board with an update detailing implementation and overall progress.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Objective 7, Leverage Regional Resources.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of March 6, 2018

TO: Sequoias Adult Education Board

FROM: John Werner, Director

PREPARED BY: John Werner, Director

APPROVED BY: John Werner, Director

PRESENTED BY: Carmen Becerra, ESL Navigator

AGENDA TITLE: SAEC Velocity Tour 2018

AGENDA SECTION:

_____ Public Recognition/Proclamations

 X Public Comment/Public Interest Announcements/**Status Reports**

_____ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Summer Velocity Tour 2018 is a community awareness campaign to provide information to potential adult school and college students on courses, programs, and services available to them through members and partners of SAEC. The tour begins April 7th and ends on April 22nd. This awareness campaign will support community awareness about services and support student recruitment to programs. Events will occur through Tulare and Kings Counties.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$4,500.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC will employ approaches to accelerate a student's progress toward his or her academic goal. SAEC will leverage exiting regional structures.

VELOCITY 2.0 TOUR 2018

A Big Deal in Adult Education

**Here's your VIP PASS
to a brighter future!**

*Come join us and get enrolled at an
adult school near you.*

Get information on how to:

- Earn a high school diploma or GED
- Earn a college degree
- Enroll in ESL and/or Citizenship classes
- Enroll in short term career training programs
- Get help with "adulthood"
- Get connected to local resources

SEQUOIAS
ADULT EDUCATION CONSORTIUM

Coming to a City Near YOU!

Save the Date!!

SATURDAY, APRIL 7

9:00am - 5:00pm
Visalia at Conspiracy Bike
and Car Show
Ritchie Barn Ave 308

WEDNESDAY, APRIL 11

9:00am - 11:30am
Alpaugh Food Distribution
5313 Road 39

1:00pm - 4:00pm
Pixley Food Mart
930 S. Main

THURSDAY, APRIL 12

2:00pm - 5:00pm
Farmersville Food District
147 E. Front Street

FRIDAY, APRIL 13

1:00pm - 4:30pm
Tulare - TBA

See website for updates!

6:00pm - 9:00pm
Lindsay Farmers Market
Sweet Brier Plaza, Downtown Lindsay

SATURDAY, APRIL 14

8:00am - 3:00pm
Lindsay Orange Blossom Festival
Lindsay City Park at N. Elmwood Ave

SUNDAY, APRIL 15

5:00pm - 9:00pm
Cutler-Orosi Swap Meet
41286 Road 124

MONDAY, APRIL 16

8:00am - 12:00pm
Hanford Swap Meet
8967 Lacy Blvd.

WEDNESDAY, APRIL 18

8:30am - 11:00am
Corcoran Food Distribution
800 Dairy Avenue

1:00pm - 4:00pm

Visalia @ Shepherd's Market
32586 Road 124, Visalia

THURSDAY, APRIL 19

4:30pm - 8:30pm
Seville Texaco Food Mart
15641 Ave 384

FRIDAY, APRIL 20

1:00pm - 4:00pm
Woodlake @ State Foods
250 E. Antelope Ave.

5:30pm - 8:30pm

Ivanhoe @ Guadalajara
32717 Road 160

TUESDAY, APRIL 24

2:30pm - 5:00pm
Exeter Foodlink
611 2nd Street

WEDNESDAY, APRIL 25

8:00am - 12:00pm
Cutler @ Family Ed Center
40802 Road 1285

Dates and locations subject to change

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date March 6, 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: Professional Development, Aztec Teacher Training March 20th

AGENDA SECTION:

_____ Public Recognition/Proclamations

_____ Public Comment/Public Interest Announcements/Status Reports

 X General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC Members have aligned curriculum in Adult Basic Education and High School Equivalency programs. The curriculum used by all members is Aztec Software. This training will provide instructional staff with theoretical awareness in motivating adult learners and how to use Aztec Software to teach and engage adult learners. This training will be provided to teachers from all members on March 20th from 12PM -4PM at the Tulare Joint Union High School District office. Approximately 30 staff will participate. Ongoing professional support is part of the SAEC 2017/18 Annual Plan.

CONTRACT CHANGES:

Creates a contractual obligation with Aztec Software for a ½ day training.

RECOMMENDED ACTION:

It is recommended that the SAEC Board approve the purchase of a ½ day training for staff by Aztec Software.

FINANCIAL IMPACT:

\$2,500.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Members will participate in jointly delivered professional development.



QUOTE

51 COMMERCE STREET, SPRINGFIELD NJ, 07081

Quote Number: QUO-03958-N3H7G1

Phone: 973.258.0011 Fax: 973.258.0010

Date: 02/09/18

SALES@AZTECSOFTWARE.COM

Expiration Date: 03/24/18

To: Consortium - Sequoias Adult Education

From: David Boswell

ATTN: John Werner

5000 W. Cypress Ave.

Visalia CA, 93277

Aztec Software

Details

QTY	Description	Unit Price	Total
1	Professional Development	\$2,500.00	\$2,500.00

Subtotal: \$2,500.00

Process and Handling:

Total Tax:

Total: \$2,500.00

Signature _____ Date: _____

Title _____

☐ EMail my Invoice

☐ Fax my Invoice

☐ Mail my Invoice

This quote is valid for a period of 45 days

Quote Recap & Notes

Professional Development: This professional development will consist of two sessions 1) on how to navigate and effectively integrate the Aztec Learning System into your adult education programs and 2) on Motivating and Engaging the Adult Learner. Training date to be determined and must be confirmed at least 2 weeks prior to the onsite training. Any additional taxes required will be added to your invoice. Credit Card Payment Option: There is a 2.5% credit card processing fee. To expedite a purchase, a signed quote and an attached purchase order is required, you may send both via fax (973-258-0010) or email them to sales@aztecsoftware.com. Please copy David Boswell at dboswell@aztecsoftware.com.

Thank you for your interest in Aztec Software. If you need further assistance please do not hesitate to contact our office.

**SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR**

Encl. No. 5.2

Board Meeting Date March 6, 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: Full Capacity Consultant Contract, Public Service Pathway Map

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC contract Full Capacity Marketing to build out the SAEC online Pathway Mapping Tool in 2015/16. The Pathway Mapping Tool was completed and periodic updates and changes were expected to maintain alignment with industry and education trends. SAEC will develop a Public Service pathway in the online tool. This pathway will map student option is firefighting, police work, administrative justice, and emergency medical technician work.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$4,575.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC tools will maintain alignment with industry and educational trends. The SAEC 2017/18 Annual Plan describes updating the Pathway Mapping Tool.

Consultant Request
March 6, 2018

Enclosure No. 5.2

Category	Sites	Date	Audience	Consultant	Subject	Amount	Fund
Other SAEC Services	Sequoia Adult Education Consortium	05/01/2018 - 08/31/2018	N/A	Full Capacity Marketing, Inc. (FCM)	Consultant will create an additional pathway on the SAEC on-line pathway mapping tool. The new pathway will be a Public Service path.	\$4,575.00	AEGB Funds

**SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR**

Encl. No. 6.1

Board Meeting Date of March 6, 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: SAEC 2018/19 Governance Document Draft Review

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC must update the documents which describe how the consortium is structured and governed to maintain alignment with changing AEBG law and policy. SAEC annually updates its fiscal allocation declaration as funding levels change. SAEC will be review three documents during this process, the SAEC Governance Document, the SAEC MOU, and the SAEC CFAD.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

None

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC governance and fiscal documents will maintain alignment with AEBG law and policy.



AEBG

PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

Consortia Report on Governance Compliance of Rules and Procedures

Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AEBG inbox: aebg@cccco.edu.

Consortium Name:

Sequoias Adult Education Regional Consortium (SAEC)

Fiscal Agent or Fiscal Coordinator:

Visalia Unified School District

Consortium Point Person (or person submitting this document):

Name:

John Werner

Consortium Role:

Acting Consortium Director

E-Mail:

~~jwerner01@visalia.k12.ca.us~~ sequoiasadulthooddirector@gmail.com

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, [Tulare County Office of Education](#), [Kings County Office of Education](#), and Sequoias Community College District.

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, [Tulare County Office of Education](#), [Kings County Office of Education](#), and Sequoias Community College District. [All members have committed to reporting any funds available to that member for the purpose of education and workforce services for adults and the uses of those funds. Members annually declare fund availability and use to the SAEC Board.](#)

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

The Consortium shall keep track of the date its members were officially designated by their local Boards of Education and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by SAEC. Each member must have one official-designated member. ~~Members have the option of assigning designees should the voting member not be able to attend a Board meeting.~~ [The officially designated member representative will represent the interests of the member agency and vote in SAEC Board decisions on behalf of the member agency. SAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by SAEC. Alternate or proxy designees may not be assigned.](#)

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

The Consortium recognizes the benefits from full and active participation by all members in the decision-making process [and implementation of SAEC Plans](#). Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notification and reminders will be sent to all members. ~~Alternate means of participating and voting will be considered.~~ Minutes from meetings will be distributed to members and posted to the Consortium website. [Agencies participating in the SAEC have agreed to act in accordance with applicable AEBG law, the SAEC Annual Plans, and SAEC Three Year Plan. SAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to SAEC Plans, and AEBG performance measured outcomes.](#)

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

Each member Board of Education will designate a voting representative(s) 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.

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or $\frac{2}{3}$ of votes

e.g. by consensus

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), ~~and~~ the SAEC Governance Plans, ~~and all applicable laws~~. A simple majority of members of the Consortium constitutes a quorum. A simple majority will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

7. How did you arrive at that decision-making model?

~~All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG) and the SAEC Governance Plan. A simple majority of members of the Consortium constitutes a quorum. A simple majority will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.~~ SAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model.

8. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment?

The Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction.

The SAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the Consortium:

A. For matters not listed on the agenda:

- I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments."
- II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.
- III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium may extend the overall time limit.

B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received.

C. Individuals shall be allowed up to three (3) minutes to address the Consortium on each agenda item or during the general public comments, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

The Sequoias Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of ~~the~~ a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites.

10. Describe how comments submitted by members of the public will be distributed publicly.

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. SAEC's founding partners include Tulare County Workforce Investment Board, Tulare County Library, Tulare County Department of Health and Human Services, C-SET, Proteus, ABLE Industries, Kings County Department of Health and Human Services, Kings County Workforce Investment Board. Established partnerships will be considered "evergreen" partnerships without need for periodic renewal once established. New partners may join the SAEC through a partner application process and SAEC Board approval. SAEC opens the partnership application process every three years to coincide with the development and adoption of the SAEC Three Year Comprehensive Plan. This process established formal partnership with SAEC. Community agencies not benefiting from formal partnership with SAEC with an interest in adult education are encouraged to engage SAEC and its members to benefit the region as appropriate until formal partnership can be established.

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

The Sequoias Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the Adult Education Block Grant (AEBG) and the SAEC Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the SAEC AB86 Comprehensive Regional Plan ("3 Year Plan") and applicable law. ~~March 2015.~~

13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

The Sequoias Adult Education Consortium has designated the Visalia Unified School District to serve as the ~~fund administrator~~ fiscal coordinator and the role and responsibilities of the SAEC fiscal coordinator are described in the SAEC Memorandum of Understanding. ~~to receive and distribute funds from the program.~~ SAEC follows a direct funding fiscal model.

14. How will members join, leave, or be dismissed from the consortium?

The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the SAEC Memorandum of Understanding.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;
- The member cannot provide services that address the needs identified in the adult education plan; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB104, [and education code](#):

- Regular attendance is expected at monthly Consortium meetings. ~~Issues regarding lack of attendance will be addressed by the Consortium.~~ Each designated Member representative is expected to attend every SAEC Board meeting. In the event that a Member designee is absent four (4) or more consecutive SAEC Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from SAEC Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to SAEC Board meeting attendance. After the second (2nd) consecutive absence, the SAEC Executive Director shall notify the Member Designee, and the SAEC Board Co-Chairs shall prepare a written notice detailing the SAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action. At the meeting of the third (3rd) consecutive absence, the written notice shall be read into the official SAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board, with a Domestic Return Receipt. At the meeting of the fourth (4th) consecutive absence, the SAEC Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend.
- Dismissal from or admission to the Consortium ~~would shall~~ be accomplished with a simple majority vote from the Consortium ~~based on non-compliance with legal statutory requirements.~~
- If the member initiates leaving the Consortium, SAEC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- [SAEC Members may be dismissed from SAEC for failure to demonstrate member effectiveness.](#)
- [If the Consortium dismisses a Member, the Consortium Executive Direct shall notify the AEBG Project Monitor immediately.](#)
- [A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.](#)
- [Dismissal from the Consortium is final and binding*](#)

15. Does the consortium have a formal document detailing its working beyond the questionnaire?
(Please provide a link)

[At this time, the Consortium relies on MOUs that outline basic governance rules and have been voted on by each member's Board of Education.](#)

**SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR**

Encl. No. 6.2

Board Meeting Date of March 6, 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: SAEC 2018/19 MOU Draft Review

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, to develop a regional plan to improve the delivery of adult education in the legislated program areas and to address existing gaps in programs and services. 2018/19 will be the fourth year the consortium will receive funding in accordance with California Adult Education Block Grant. Each funding year requires the consortium to renew its MOU to reflect the agreed upon participation and principles for governance. The 2018/19 SAEC MOU will be in force from July 1, 2018 through June 30, 2021 and will supersede previous MOUs. Member LEA Boards will need to take action on the MOU, as separate Boards, to fully authorize participation in the agreement. The MOU requires the signature of both LOCAL LEA Board Presidents and the LEA Superintendents (or lead administrative officer from the LEA to SAEC) once local board action is taken.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

None

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The MOU stands as evidence that the SAEC Members intent to work together toward the mutual goal of collaborating to form the Sequoias Adult Education Consortium and to implement the SAEC Regional Three Year Plan.

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
 - [Tulare County Office of Education](#)
 - [Kings County Office of Education](#)
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, ~~2017~~ 2018 and shall expire June 30, ~~2020~~ 2021 and shall apply to the ~~2017-2018~~ 2018-2019 fiscal year (Adult Education Block Grant Program Year ~~Three~~ Four).
 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 22.227% ~~(\$48,311.00 in 2017/18)~~ (\$50,292.00 in 2018/19) 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 17.734% ~~(\$36,311.00 in 2017/18)~~ (\$37,800.00 in 2018/19) of their total AEBG allocation to provide adult education services in Alpaugh.

~~PROVIDER MEMBER Tulare Joint Union School District will provide adult education services to BENEFICIARY MEMBER Lindsay Unified School District. Tulare Joint Union School District, in good faith, guarantees the use of 1.993% (\$56,311.00 in 2017/18) of their total AEBG allocation to provide adult education services in Lindsay.~~

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 0.732% ~~(\$36,311.00 in 2017/18)~~ (\$37,800.00 in 2018/19) of their total AEBG allocation to provide adult education services in Exeter.

PROVIDER MEMBER Visalia Unified School District will provide adult education services to BENEFICIARY MEMBER Farmersville Unified School District. Visalia Unified School District, in good faith, guarantees the use of 0.974% ~~(\$48,311.00 in 2017/18)~~ (\$50,292 in 2018/19) of their total AEBG allocation to provide adult education services in Farmersville.

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, 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.
6. **General:** The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB 104, and 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~~(s)~~ 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.
 - ~~If a MEMBER of the Consortium Board is unable to attend a meeting, they shall designate a proxy voter who is familiar with the Sequoias Adult Education Consortium and notify the Consortium Executive Director who in turn will notify the Consortium Co-Chairs who their proxy will be prior to that meeting.~~
 - 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.
10. Committees: The Consortium Board may create committees as needed. In addition to the Leadership Committee, four 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 four committees are the Adults with Disabilities Committee, the Adult Basic Education/Adult Secondary Education ABE/ASE Committee, the Career Technical Education (CTE) 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 in 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.

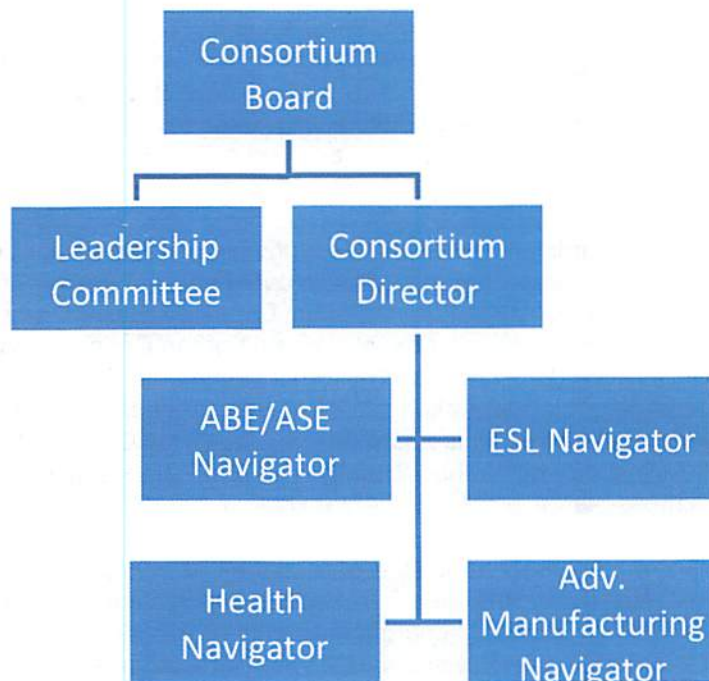
12. Fiscal Administration of Consortium: SAEC utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the SAEC Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received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

The Fiscal Coordinator shall receive in its allocation and hold separate from its regular adult education program, and from other funds, ~~\$559,591.00~~ \$582,534.00 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 hired and supervised 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 AB86, AB104, 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 ~~2017-2018~~ 2018-2019 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 costs may not be collected by the MEMBER.

15. Records and Audit: In accordance with the Adult Education Block Grant, the SAEC Regional Plan, and the SAEC Annual Plan for the ~~2017-2018~~ 2018-2019 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

Stan A. Carrizosa, 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

Gary Meekel, 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

Rich Merlo, Superintendent
Corcoran Joint Unified School District

Date

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 6.3

Board Meeting Date of March 6, 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: SAEC 2018/19 CFAD Draft Review

AGENDA SECTION:

☐ Public Recognition/Proclamations

☐ Public Comment/Public Interest Announcements/Status Reports

☒ General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Consortium Fiscal Administration Declaration (CFAD) reporting enumerates and describes required elements for the Consortium Fiscal Administration Declaration. The CFAD is the process whereby the AEBG consortia members agree upon whether to designate a fiscal administrator or choose direct funding. Additionally, this is the process for members to agree upon their allocations for the 2018-19 fiscal year and make any adjustments from prior years. This year the SAEC Board will make its first major adjustment beyond to the CFAD. The SAEC Board will make a decision to fund Lindsay Unified School District and reduce funding to Tulare Joint Union High School District by the same amount. This will remove Lindsay Adult School from under the administrative umbrella of Tulare Adult School.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

None

FINANCIAL IMPACT:

None

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC CFAD aligns the distribution of funds to the SAEC Regional Comprehensive Plan and Annual Plan.



Consortium Fiscal Administration Declaration

INSTRUCTIONS: The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

Consortium Information

57 Sequoias

Address

630 South Atwood

Street Address

Street Address 2

Visalia CALIF 93277

City State Zip

Website

<http://sequoiasadulthood.com>

Primary Contact

John Werner

First Last

Certifying Official / Coordinator

John Werner

First Last

Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

[remove](#)



No file chosen

Primary Contact Email

sequoiasadulthooddirector@gmail.com

Certifying Official / Coordinator Email

sequoiasadulthooddirector@gmail.com

Consortium Membership

Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Phone	Email	Approved
Exeter Unified School District	Tim Hire	(559) 592- 9421	thire@exeter.k12.ca.us	03/28/2016
Woodlake Unified School District	Drew Sorensen	(559) 564- 8081	dsorensen@w-usd.org	09/09/2015
Farmersville Unified School District	Randy DeGraw Frank Silveira	(559) 592- 2010	fsilveira@farmersville.k12.ca.us	09/15/2015
Visalia Unified School District	Todd Oto	(559) 730- 7300	toto@vusd.org	01/18/2016
Tulare Joint Union High School District	Tony Rodriguez Sarah Koligian	(559) 688- 2021	sarah.koligian@tjhsd.org	09/17/2015
Lindsay Unified School District	Tom Rooney	(559) 562- 5111	trooney@lindsay.k12.ca.us	09/28/2015
Cutler-Orosi Joint Unified School District	Yolanda Valdez	(559) 528- 4763	yvaldez@coiusd.org	10/08/2015
Alpaugh Unified School District	Rob Hudson	(559) 949- 8413	robh@alpaugh.k12.ca.us	05/10/2015
Hanford Joint Union High School District	William Fishbough	(559) 583- 5901	wfishbough@hjuhsd.org	09/22/2015
Corcoran Joint Unified School District	Rich Merlo	(559) 992- 2188	rmerlo@corcoranunified.com	09/15/2015
Sequoias Community College District	Stan Carrizosa	(559) 730- 3745	stanc@cos.edu	10/14/2015

Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.



Choose File No file chosen

Fiscal Management

Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds.

appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- ☐ The consortium has designated a fiscal agent
- ☒ The consortium has chosen direct funding

Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

SAEC members voted for direct funding during a regularly scheduled SAEC Board meeting. The SAEC voting members approved direct funding to expedite the fund allocation timeline and avoid delays in fund allocations.

Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

The SAEC Director will coordinate budgetary planning and fiscal reporting. Member districts will report data to the SAEC Director by object code, by program, and by objective.

Member Allocations

Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18	2018-19
Total AEBG Funds	\$9,071,853	\$9,129,557	\$9,129,557	\$9,503,869
Total Allocated to Members	\$9,071,853	\$9,129,557	\$9,129,557	
Total Remaining	\$0	\$0	\$0	

Member Agency	2015-16	2016-17	2017-18	
Exeter Unified School District	\$0	\$0	\$0	
Woodlake Unified School District	\$0	\$0	\$0	
Farmersville Unified School District	\$0	\$0	\$0	
Visalia Unified School District	\$4,906,903	\$4,988,607	\$4,960,534	\$5,428,328
Tulare Joint Union High School District	\$2,812,811	\$2,806,811	\$2,825,836	\$2,769,525
Lindsay Unified School District	\$0	\$0	\$0	\$58,620
Cutler-Orosi Joint Unified School District	\$221,885	\$215,885	\$217,351	\$226,262
Alpaugh Unified School District	\$0	\$0	\$0	
Hanford Joint Union High School District	\$668,604	\$662,604	\$667,093	\$694,444
Corcoran Joint Unified School District	\$209,366	\$203,366	\$204,745	\$213,140
Sequoias Community College District	\$252,284	\$252,284	\$253,998	\$264,411
Total	\$9,071,853	\$9,129,557	\$9,129,557	

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

2015/16 and 2016/17 statewide unspent funds from AEBG had been allocated to Visalia Unified School District (VUSD) pending the creation and approval of the SAEC Data and Accountability Plan and the development of a consortium plan for distribution of these funds to members. VUSD held these revenues pending plan adoption and the development of an allocation strategy. VUSD has allocated both 2015/16 and 2016/17 statewide, unspent funds to members in accordance with the allocation schedule determined through the creation and approval of the SAEC Data and Accountability Plan. The 2017-18 allocation schedule above declares the combined total of the member's historic base fund revenues and portion of 2017/18 unspent revenues each member shall receive through direct funding in 2017/18. This total amount will be the member's base fund allocation in 2017/18.

Lindsay Joint Unified High School will be allocated funds in 2018/19. Tulare JUHSD funding will decrease.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

SAEC reached a unanimous vote to establish consensus at a regularly scheduled board meeting to approve the 2017.18 allocation scheduled. The 2017.18 allocation schedule was determined by SAEC voting members pursuant to Section 84913 of the California Education Code. Dates will change

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
2. Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link below.

Please select from the following options:

- ☒ Print and Sign
- ☐ Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

Exeter Unified School District



Tim Hire

Woodlake Unified School District



Drew Sorensen

Farmersville Unified School District



Frank Silveira

Visalia Unified School District

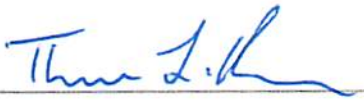


Todd Oto

Tulare Joint Union High School District


Sarah Koligian


Lindsay Unified School District


Tom Rooney

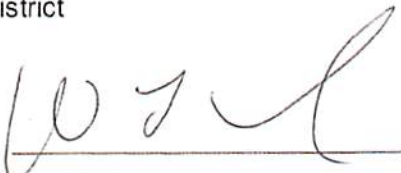
Cutler-Orosi Joint Unified School District


Yolanda Valdez

Alpaugh Unified School District


Rob Hudson

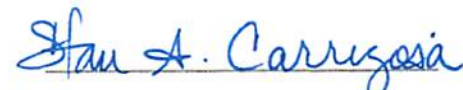

Hanford Joint Union High School District


William Fishbough

Corcoran Joint Unified School District


Rich Merlo

Sequoias Community College District


Stan Camizosa Print☐ Click to indicate you are ready to Submit your 2017-18 CFAD