

## 57 Sequoias Adult Education Consortium (SAEC)

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 57 Sequoias Adult Education Consortium (SAEC)

**Funding Channel:** Direct Funded

**Narrative:** All SAEC member base fund allocations were originally aligned with our consortium's first 3-year, comprehensive plan in 2015/16. That plan identified gaps in the regional adult education system and strategies which would fill those gaps, accelerate students towards goal attainment, create transitions for students to next program and/or work, and leverage regional resources. Currently, California Education Code § 84914(b)(1) states that, "[f]or any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced: (A) The member no longer wishes to provide services consistent with the adult education plan. (B) The member cannot provide services that address the needs identified in the adult education plan. (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. Since 2015, all SAEC members have wished to provided services consistent with the adult education plan(s), have been able to provide services that address the needs identified in the adult education plan(s), and have been consistently effective in providing services that address the needs identified in the adult education plan(s). Furthermore, until the 2021/22 Program Year, no SAEC funded member has wished to have their allocation decreased, or desired to relinquish a part of their allocation. In 2021/22 College of the Sequoias released a portion of their allocation and that amount was allocated to small member districts.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Corcoran Joint Unified	\$289,471	\$264,616	\$245,069
Cutler-Orosi Joint Unified	\$306,904	\$280,553	\$259,828
Farmersville Unified	\$69,369	\$63,415	\$58,729
Hanford Joint Union High	\$861,465	\$787,497	\$729,324
Lindsay Unified	\$110,130	\$100,675	\$93,237
Sequoias CCD	\$235,791	\$215,546	\$199,624
Tulare Joint Union High	\$3,572,872	\$3,266,096	\$3,024,825
Visalia Unified	\$6,343,616	\$5,798,935	\$5,370,563
Total Allocated to Members	\$11,789,618	\$10,777,333	\$9,981,199
Total CAEP Funds	\$11,789,618	\$10,903,193	\$10,231,970
Total Remaining	\$0	\$125,860	\$250,771

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the AB 1491 legislation. One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold ☐ Off

Consortia Report on Governance Compliance of Rules and Procedures v.2

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

Yes
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? \*

Yes
3. How will the available funds be reported and evaluated? \*

The Sequoias Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the SAEC Governance policies, 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. A roll call vote shall only be taken in the event of a split vote on any decision. 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 Comprehensive Regional Plan ("3 Year Plan") and applicable law.

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

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

Individual member district LEAs appoint one designee to serve as their member representative on the SAEC board.

**5. How will you assure that each member of the consortium participates 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. 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 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 CAEP performance measured outcomes

**6. What will be the relative voting power of each member? \***

Other

**6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. \***

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. 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.

**7. How will decisions be approved? \***

50% +1 vote

**8. How did you arrive at that decision-making model? \***

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.

**9. 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.

**10. 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 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.

**11. 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.

**12. 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. \***

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.

**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

Fiscal Decision Making, Voting: The Sequoias Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the SAEC Governance policies, 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. A role call vote shall only be taken in the event of a split vote on any decision. 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 Comprehensive Regional Plan (“3 Year Plan”) and applicable law.

**14. 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? \***

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

**15. How will members join, leave, or be dismissed from the consortium? \***

The Consortium will adhere to the membership guidelines as defined by education code, the SAEC Report on Governance Compliance of Rules and Procedures 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 education code:

- Regular attendance is expected at monthly Consortium meetings. Each designated Member representative is expected to attend every SAEC Board meeting.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

SAEC monitors member annual expenditures through the NOVA reporting system.

**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium’s technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

none

**18. How does your consortium define member effectiveness? \***

A member in good standing is one that upholds and abides by the SAEC three year plan.

**19. What bylaws does your consortium have addressing member effectiveness? \***

SAEC maintains a report on consortium governance and memorandum of understanding.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. \*

[https://docs.google.com/document/d/11RyFeE6RwkWNaz8gt\\_-MzkloNCo\\_WRU/edit](https://docs.google.com/document/d/11RyFeE6RwkWNaz8gt_-MzkloNCo_WRU/edit)

Member Agencies

Member Agency	Member Type	Contact	Phone
Corcoran Joint Unified	Unified School District	Brian Brazier	(559) 992-8885 ext: 7012
Cutler-Orosi Joint Unified	Unified School District	Yolanda Valdez	(559) 528-4763
Hanford Joint Union High	High School District	Dr. Victor Rosa	(559) 503-5901 ext: 3103
Sequoias CCD	District	Brent Calvin	
Tulare Joint Union High	High School District	Lucy Van Scyoc Tulare Joint Union High School District	(559) 688-2021
Visalia Unified	Unified School District	Kirk Shrum	
Alpaugh Unified	Unified School District	Mr. Troy Hayes	(559) 949-8413
Exeter Unified	Unified School District	George Eddy	(559) 592-9421
Farmersville Unified	Unified School District	Sergio Chavez Ed.D.	(559) 592-2010 ext: 1111
Lindsay Unified	Unified School District	Tom Rooney Lindsay USD	(559) 562-5111 ext: 5109
Woodlake Unified	Unified School District	Laura Gonzalez Woodlake Unified	(559) 564-8081 ext: 8112

## Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

#### Membership & Decision-Making

- I certify that any community college district, school district, or county office 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 shall be permitted to join the consortium as a member (EC 84905 (a) (b). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense

reporting system.

- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any “local body created by state or federal statute.” (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district’s work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Alpaugh Unified - Member Representative
Troy Hayes Superintendent/Principal

<div>thayes@alpaugh.k12.ca.us</div> <div>(559) 949-8413</div>
Approved by Mr. Troy Hayes
05/03/2023 03:22 PM PDT
Corcoran Joint Unified - Member Representative
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Approved by Mr. Eduardo Ochoa
05/02/2023 01:49 PM PDT
Cutler-Orosi Joint Unified - Member Representative
<div>Yolanda Valdez</div> <div>yvaldez@cojUSD.org</div> <div>(559) 528-4763</div>
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Exeter Unified - Member Representative
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05/02/2023 03:18 PM PDT



<b>Farmersville Unified - Member Representative</b>
<b>Sergio Chavez</b> Superintendent <a href="mailto:schavez@farmersville.k12.ca.us">schavez@farmersville.k12.ca.us</a> (559) 592-2010 ext: 1111
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05/04/2023 05:23 PM PDT
<b>Hanford Joint Union High - Member Representative</b>
<b>Victor Rosa</b> Superintendent <a href="mailto:vrosa@hjuhsd.k12.ca.us">vrosa@hjuhsd.k12.ca.us</a> (559) 503-5901 ext: 3103
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05/02/2023 01:40 PM PDT
<b>Lindsay Unified - Member Representative</b>
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05/05/2023 03:13 PM PDT
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Approved by Brent Calvin
05/08/2023 08:21 AM PDT

**Tulare Joint Union High - Member Representative**

**Lucy Van Scyoc**  
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Approved by Lucy Van Scyoc Tulare Joint Union High School District

05/05/2023 03:26 PM PDT

**Visalia Unified - Member Representative**

**Kirk Shrum**  
Superintendent  
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Approved by Kirk Shrum

05/02/2023 01:21 PM PDT

**Woodlake Unified - Member Representative**

**Laura Gonzalez**  
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Approved by Laura Gonzalez Woodlake Unified

05/02/2023 02:56 PM PDT



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