



KAEC Executive Committee Meeting September 2025 Agenda

September 5, 2025 10:00am - 11:00am PDT

Meeting information and link can be found at the website below.

www.kernaec.com

The Kern Community College District strives to make reasonable accommodations in all its programs, services, and activities for all qualified individuals with disabilities. Notification of 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. Any individual who requires disability-related accommodations or modifications to participate in the Kern Adult Education Program Consortium Board meeting should contact Denice McCauley at (661) 336-5039 or denice.mccauley@kccd.edu. (Government Code Section 54954.2) Any materials required by law to be made available to the public before a meeting of the Kern Adult Education Program Consortium Board can be inspected at the following address: Kern Community College District, 2100 Chester Avenue, Bakersfield, CA 93301 and on the Kern Adult Education Consortium website <http://www.kernaec.org>

1. CALL TO ORDER

10:00am

The meeting was called to order at:

Location: Woman's Club of Bakersfield, 2030 18th Street, Bakersfield, CA 93301

2. ROLL CALL

10:05am

Establishment of Quorum - Quorum: 10 of 15 members

2.1. Attendees:

- Julio Segura, Delano Joint Union High School
- Stacy Pfluger, Kern CCD
- Chad Provensal, Kern High
- Jeremy Newfield, Kern High
- Jodi Loeffler, Kern High
- Kierstin Webb, Kern County Superintendent of Schools
- Larriann Torrez, Porterville Unified School District
- Randy Cook, Inyo County Office of Education

2.2. Alternate:

- Heather Ostash, Kern Community College District

3. PUBLIC COMMENTS

10:10am

At this time, the public may address the Board on any Open agenda items.

(Up to 5 minutes per speaker)

4. ADDITIONS TO THE AGENDA

10:15am

(Additions or changes can only occur when immediate action is required, which did not come to the attention of the Chair until after the agenda was posted; requires approval of 2/3 of all confirmed voting members; not applicable during special or emergency meetings)

5. PRIOR MEETING MINUTES (CONSENT AGENDA)

10:20am

(All consent items are to be approved in one motion unless a member requests separate action on a specific item.)

5.1. Minutes for KAEC Special Board Meeting August 1, 2025

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

 [1_Kern CAEP Board Minutes 08-01-2025 \(1\).pdf](#)

6. ACTION ITEMS

10:25am

(10 minutes per item with an option of one 5-minute extension)

6.1. CAEP Fiscal Year 24/25 Quarter 4 Member Expense Report

Member Reports to be certified by Consortia.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

6.1.1 Delano Joint Union High School District CAEP FY24/25
Qtr 4

6.1.2 Kern Community College District CAEP FY 24/25 Qtr 4

6.1.3 Kern High School District CAEP FY 24/25 Qtr 4

6.1.4 McFarland Unified School District CAEP FY 24/25 Qtr 4

6.1.5 Mojave Unified School District CAEP FY 24/25 Qtr 4

6.1.6 Mono County Office of Education CAEP FY 24/25 Qtr 4

6.1.7 Muroc Joint Unified School District CAEP FY 24/25 Qtr 4

6.1.8 Porterville Unified School District CAEP FY 24/25 Qtr 4

6.1.9 Sierra Sands Unified School District CAEP FY 24/25 Qtr
4

6.1.10 Tehachapi Unified School District CAEP FY 24/25 Qtr 4

6.1.11 Wasco Union High School District CAEP FY 24/25 Qtr 4

6.1.12 Inyo County Office of Education CAEP FY 24/25 Qtr 4

6.2. **ELL Healthcare Pathways Round 1 Fiscal Year 24/25 Qtr 4
Reporting**

Member Reports to be certified by Consortia.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

6.2.1 Kern Community College District FY 24/25 Qtr 4

6.2.2 Kern High School District FY 24/25 Qtr 4

6.2.3 Mojave Unified School District FY 24/25 Qtr 4

6.2.4 Mono County Office of Education District FY 24/25 Qtr 4

6.2.5 Muroc Joint Unified School District FY 24/25 Qtr 4

6.2.6 Porterville Unified School District FY 24/25 Qtr 4

6.2.7 Sierra Sands Unified School District FY 24/25 Qtr 4

6.2.8 Tehachapi Unified School District FY 24/25 Qtr 4

6.2.9 Inyo County Office of Education FY 24/25 Qtr 4

6.3. ELL Healthcare Pathways Round 2 Fiscal Year 24/25 Qtr 4 Reporting

Member Reports to be certified by Consortia.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

6.3.1 Kern Community College District FY 24/25 Qtr 4

6.3.2 Kern High School District FY 24/25 Qtr 4

6.3.3 Mojave Unified School District FY 24/25 Qtr 4

6.3.4 Mono County Office of Education FY 24/25 Qtr 4

6.3.5 Muroc Joint Unified School District FY 24/25 Qtr 4

6.3.6 Porterville Unified School District FY 24/25 Qtr 4

6.3.7 Sierra Sands Unified School District FY 24/25 Qtr 4

6.3.8 Tehachapi Unified School District FY 24/25 Qtr 4

6.3.9 Inyo County Office of Education FY 24/25 Qtr 4

6.4. **Kern Adult Education Consortium Meeting Calendar
2025/2026**

Member Reports to be certified by Consortia.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

 [2025-2026 KAEC Calendar.pdf](#)

7. **REPORTS**

8. **DISCUSSION ITEMS**

9. **ADJOURNMENT**

Motion to Adjourn at

10. **NEXT SCHEDULED MEETING**

10.1. **Friday October 17, 2025 9:00am - 11:00am at Kern
Community College District, 2100 Chester Avenue,
Bakersfield, CA 93301**

10:35am

END
11:00am



Kern Adult Education Consortium Special Meeting August

Fri Aug 1, 2025 9:00 AM - 10:00 AM PDT

1. CALL TO ORDER

The meeting was called to order at: 9:11am by Denice McCauley

Location: Bakersfield Adult School, 501 S. Mt. Vernon Avenue, Bakersfield, CA 93307.

2. ROLL CALL

Establishment of Quorum - Quorum: 10 of 15 members

2.1. Attendees:

Present:

- Ana Danielson, Mono County Office of Education
- David Ellms, Muroc Joint Unified School District
- Heather Ostash, Kern CCD (Alternate)
- Jodi Loeffler, Kern High
- Randy Cook, Inyo County Office of Education
- John Cosner, Sierra Sands Unified School District
- Jeremy Newfield, Kern High
- Larriann Torrez, Porterville Unified School District
- Leonor Lopez, McFarland Unified School District
- McKenna Liebgott, Tehachapi Unified School District (Alternate)
- Victoria Davis, Mojave Unified School District

Quorum established with 11 members present.

3. PUBLIC COMMENTS

At this time, the public may address the Board on any Open agenda items.

(Up to 5 minutes per speaker)

No public comments were made.

4. ADDITIONS TO THE AGENDA

(Additions or changes can only occur when immediate action is required, which did not come to the attention of the Chair until after the agenda was posted; requires approval of 2/3 of all confirmed voting members; not applicable during special or emergency meetings)

No additions to the agenda.

5. PRIOR MEETING MINUTES (CONSENT AGENDA)

(All consent items are to be approved in one motion unless a member requests separate action on a specific item.)

Previous meeting minutes were provided for review as informational only, as there was no quorum at the last meeting.

5.1. Kern CAEP Minutes 07-28-2025

Motion: Informational Only

6. ACTION ITEMS

(10 minutes per item with an option of one 5-minute extension)

6.1. Action Item: Approval of CAEP Annual Plan 25-26

Motion: Recommended for Approval

Moved by: Larriann Torrez

Second by: John Cosner

Final Resolution: Motion passed unanimously

6.2. Action Item: Approval of CAEP 25-26 Allocation Amendment

Motion: Recommended for Approval

Moved by: Larriann Torrez

Second by: Jodi Loeffler

Final Resolution: Motion passed unanimously

7. FUTURE AGENDA ITEMS

7.1. Review of 2023/24 and 2024/25 Member Expense Report

Due Date: September 1, 2025 (Due in NOVA)

Purpose: To ensure that the Q4 Member Expense Reports are submitted and certified.

7.2. Final Certification of 2023/24 and 2024/25 Member Expense Reports

Due Date: September 30, 2025

Purpose: To review and approve final certification of the Member Expense Reports.

7.3. Approval of 2025/26 Member Program Year Budget and Work Plan

Due Date: September 30, 2025 (Due in NOVA)

Purpose: To approve the 2025/26 Member Program Year Budget and Work Plan.

8. DISCUSSION ITEMS

No discussion items

9. EVENTS AND TRAININGS

9.1. CAEP Summit 2025 - Collaboration in Action. Innovation with Purpose.

Dates: September 24–26, 2025

Location: Anaheim, California

Purpose: Informational – Upcoming CAEP Summit details.

Link: [Registration Link](#)

Denice McCauley noted consortium support is available for members needing assistance with costs

10. ADJOURNMENT

Motion to Adjourn at 9:18 am

Motion by: Jodi Loeffler

Second by: Larriann Torrez

11. NEXT SCHEDULED MEETING

Date & Time: Friday, August 22, 2025, 9:00 am to 11:00 am

Location: Kern Community College District Office, 2100 Chester Ave, Bakersfield, CA 93301



Kern Adult Education Consortium Board Meetings

2025 to 2026

Aug 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2025						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
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22	23	24	25	26	27	28

Mar 2026						
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22	23	24	25	26	27	28
29	30	31				

Apr 2026						
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26	27	28	29	30		

May 2026						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2026						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Important dates

Quarter 1: July 1 - Sept 30

Quarter 2: July 1 – Dec 31

Quarter 3: July 1 – March 31

Quarter 4: July 1 – June 30

Board Meetings

2025: 8/22/2025; 9/5/2025 (By-Law initial meeting) 10/17/2025; 11/21/2025; 12/19/2025

2026: 01/16/2026; 02/20/2026; 03/20/2026; 04/17/2026; 5/15/2026; 06/11/2026; No July Meetings

Holidays/Closures

8/15: Return to regular operating hours;

9/1: Labor Day; 11/11: Veterans Day; 11/27, 11/28: Thanksgiving Recess; 12/22-1/2: Winter Recess; 1/19: MLK Day; 2/13: Lincoln Day; 2/16: Washington's Day; 4/5: Easter

5/18 Summer Session Operating Hours



CAEP Reporting Deadlines

August:

- **Aug 15:** Annual Plan for 2025-26 due in NOVA *

September:

- **Sep 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 25/26 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October:

- **Oct 30:** 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November:

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December:

- **Dec 1:** 25/26 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January:

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February:

- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 will be released by this date.

March:

- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*

April:

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May:

- **May 2:** CFAD for 2026-27 due in NOVA *

June:

- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July:

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL