KERN ADULT EDUCATION CONSORTIUM
GOVERNING BOARD MEETING AGENDA
Friday November 20, 2026 (9:00 am – 10:00 am)

Meeting information and link can be found on the KAEC website: 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 Mitch Rosin at (708) 309-8556 or Mitch.Rosin2@gmail.com. (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

IN PERSON LOCATION: KCCD Office, Atlantic Room, 2100 Chester Ave, Bakersfield, CA 93301

ZOOM LINK: https://us02web.zoom.us/j/88039244110

1. CALL TO ORDER/ROLL CALL – Establishment of Quorum The meeting was called to order at:

Quorum Roll Call by Member District

Member District (Alphabetical)	Voting Member / Alternate	Location	In Attendance
Delano Joint Union High School	Kenneth Moore / Julio Segura	In Person	
Inyo County Office of Education	Heather Carr / Nikki Rae Hart	151 N Main Street, Bishop, CA	
Kern CCD	Sean Hancock / Heather Ostash	In Person	
Kern County Superintendent of Schools	Kierstin Webb	1300 17th St, Bakersfield, CA 93301	
Kern High	Scot Odlin / Jodi Loeffler	In Person	
McFarland Unified School District	Leonor Lopez / Nelly Cruz	In Person	
Mojave Unified School District	Victoria Davis / Cassie Hogan	3200 Pat Avenue, Mojave, CA	
Mono County Office of Education	Lyle Tavernier / Ana Danielson	400 Sierra Park, Mammoth Lakes, CA	
Muroc Joint Unified School District	Kevin Cordes / David Ellms	17100 Foothill Avenue, North Edwards, CA	
Porterville Unified School District	Larriann Torrez / Denise Douglas	1414 W. Olive Avenue, Porterville, CA	
Sierra Sands Unified School District	April Moore / Jennifer Hayden	113 Felspar Avenue, Ridgecrest, CA	
Tehachapi Unified School District	McKenna Liebgott	126 S Snyder Avenue, Tehachapi, CA	
Wasco Union High School District	Marleni Maston / Kevin Tallon	In Person	

Partners in Attendance:

2. PUBLIC COMMENTS

At this time, the public may address the Board on any Open agenda items.
(Up to 5 minutes per speaker; a total of 15 minutes with an option of one 5-minute extension.)

There were no public comments submitted prior to the meeting.

3. 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)

Motion:
Moved by:
Second by:
Final Resolution:

Member District (Alphabetical)	Member Representative / Alternate	Yea	Nay	Abstain
Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
Kern CCD	Sean Hancock / Heather Ostash			
Kern County Superintendent of Schools	Kierstin Webb			
Kern High	Scot Odlin / Jodi Loeffler			
McFarland Unified School District	Leonor Lopez / Nelly Cruz			
Mojave Unified School District	Victoria Davis / Cassie Hogan			
Mono County Office of Education	Lyle Tavernier / Ana Danielson			
Muroc Joint Unified School District	Kevin Cordes / David Ellms			
Porterville Unified School District	Larriann Torrez / Denise Douglas			
Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

4. APPROVAL OF PRIOR MEETING MINUTES

4.1 Approval of Minutes: August 3, 2026

Motion: Approve the minutes from the August 3, 2026, KAEC Governing Board meeting.
Moved by:
Seconded by:
Final Resolution:

Member District (Alphabetical)	Member Representative / Alternate	Yea	Nay	Abstain
Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
Kern CCD	Sean Hancock / Heather Ostash			
Kern County Superintendent of Schools	Kierstin Webb			
Kern High	Scot Odlin / Jodi Loeffler			
McFarland Unified School District	Leonor Lopez / Nelly Cruz			
Mojave Unified School District	Victoria Davis / Cassie Hogan			

Mono County Office of Education	Lyle Tavernier / Ana Danielson			
Muroc Joint Unified School District	Kevin Cordes / David Ellms			
Porterville Unified School District	Larriann Torrez / Denise Douglas			
Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

5. ACTION ITEMS

5.1 Approve Contract Extension for Mitch Rosin (P2C Solutions) for $138,000 effective January 1, 2027 – June 30, 2028.

Motion: Approve Contract Extension for Mitch Rosin (P2C Solutions) for $138,000 effective January 1, 2027 – June 30, 2028.

Moved by:
Seconded by:
Final Resolution:

Member District (Alphabetical)	Member Representative / Alternate	Yea	Nay	Abstain
Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
Kern CCD	Sean Hancock / Heather Ostash			
Kern County Superintendent of Schools	Kierstin Webb			
Kern High	Scot Odlin / Jodi Loeffler			
McFarland Unified School District	Leonor Lopez / Nelly Cruz			
Mojave Unified School District	Victoria Davis / Cassie Hogan			
Mono County Office of Education	Lyle Tavernier / Ana Danielson			
Muroc Joint Unified School District	Kevin Cordes / David Ellms			
Porterville Unified School District	Larriann Torrez / Denise Douglas			
Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

5.2 Approve $20,000.00 One-Time CAEP Allocation Amendment from Mono County Office of Education to Inyo County Adult School (ICOE) based on a voluntary relinquishment of funds.

Motion: Approve Allocation Amendment off $20,000.00 in one-time funds from Mono County Office of Education to Inyo County Adult School (ICOE).

Moved by:
Seconded by:
Final Resolution:

Member District (Alphabetical)	Member Representative / Alternate	Yea	Nay	Abstain

Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
Kern CCD	Sean Hancock / Heather Ostash			
Kern County Superintendent of Schools	Kierstin Webb			
Kern High	Scot Odlin / Jodi Loeffler			
McFarland Unified School District	Leonor Lopez / Nelly Cruz			
Mojave Unified School District	Victoria Davis / Cassie Hogan			
Mono County Office of Education	Lyle Tavernier / Ana Danielson			
Muroc Joint Unified School District	Kevin Cordes / David Ellms			
Porterville Unified School District	Larriann Torrez / Denise Douglas			
Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

5.3 Motion: Approve $30,000.00 ELL Healthcare Round 2 Funding from Mono County Office of Education to Inyo County Adult School (ICOE) based on a voluntary relinquishment of funds, and subject to CCCCO approval.

Moved by:
Seconded by:
Final Resolution:

Member District (Alphabetical)	**Member Representative / Alternate**	**Yea**	**Nay**	**Abstain**
Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
Kern CCD	Sean Hancock / Heather Ostash			
Kern County Superintendent of Schools	Kierstin Webb			
Kern High	Scot Odlin / Jodi Loeffler			
McFarland Unified School District	Leonor Lopez / Nelly Cruz			
Mojave Unified School District	Victoria Davis / Cassie Hogan			
Mono County Office of Education	Lyle Tavernier / Ana Danielson			
Muroc Joint Unified School District	Kevin Cordes / David Ellms			
Porterville Unified School District	Larriann Torrez / Denise Douglas			
Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

6. REPORTS

6.1 Partner Updates:

Representatives will be invited to briefly share current program updates, partnership opportunities, and alignment with regional adult education strategies.

6.2 Member Updates:

Beginning August 2025, consortium member districts will provide brief, rotational updates at each board meeting to share local accomplishments, innovations, challenges, and opportunities.

Member District (Alphabetical)	Member Representatives	Update
Delano Joint Union High School	Kenneth Moore / Julio Segura	
Inyo County Office of Education	Heather Carr / Nikki Rae Hart	
Kern CCD	Sean Hancock / Heather Ostash	
Kern County Superintendent of Schools	Kierstin Webb	
Kern High	Scot Odlin / Jodi Loeffler	
McFarland Unified School District	Leonor Lopez / Nelly Cruz	
Mojave Unified School District	Victoria Davis / Cassie Hogan	
Mono County Office of Education	Lyle Tavernier / Ana Danielson	
Muroc Joint Unified School District	Kevin Cordes / David Ellms	
Porterville Unified School District	Larriann Torrez / Denise Douglas	
Sierra Sands Unified School District	April Moore / Jennifer Hayden	
Tehachapi Unified School District	McKenna Liebgott	
Wasco Union High School District	Marleni Maston / Kevin Tallon	

6.3 Director's Report:

(The KAEC Consortium Director will provide updates on consortium-wide initiatives, state-level guidance, planning efforts, reporting timelines, and other relevant information to support member coordination and strategic alignment.)

6.3.a KAEC is currently **compliant** with state requirements for fiscal submissions for CAEP but **not compliant** for ELL Healthcare from Member Districts. KCCD is engaged with internal technical assistance.

6.3.b WestEd Dashboard Update – Greg Hill Jr.

6.3.c CAEP Directors' Summit – Update

6.3.d WIOA Application Update – Due in OAR by December 10, 2026

Member District (Alphabetical)	Member Representative / Alternate	Eligibility Received	Application Completed
Delano Joint Union High School	Kenneth Moore / Julio Segura	X	X
Inyo County Office of Education	Heather Carr / Nikki Rae Hart	X	X
Kern High	Scot Odlin / Jodi Loeffler	X	X
McFarland Unified School District	Leonor Lopez / Nelly Cruz	X	X
Mojave Unified School District	Victoria Davis / Cassie Hogan	X	X
Porterville Unified School District	Larriann Torrez / Denise Douglas	X	X
Sierra Sands Unified School District	April Moore / Jennifer Hayden	X	
Tehachapi Unified School District	McKenna Liebgott	X	X
Wasco Union High School District	Marleni Maston / Kevin Tallon	X	X

6.3.e WASC Application Update

Member District (Alphabetical)	Member Representative / Alternate	In Process	Submitted
Inyo County Office of Education	Heather Carr / Nikki Rae Hart		X
Kern High – Mid-Cycle	Scot Odlin / Jodi Loeffler	X	
Mono County Office of Education	Lyle Tavernier / Ana Danielson		X
Tehachapi Unified School District	McKenna Liebgott	X	

6.4 Review of Member District 2026-2027 Q1 DIRs

Member District	Enrollment	Pre/Post Pair	2026-27 Allocation	Per Pupil Spend
Bakersfield	2,949	1,331	$14,120,934	$4,788
Delano	275	75	$1,858,557	$6,758
Inyo	83	27	$252,897	$3,047
McFarland	106	15	$399,736	$3,771
Mojave	140	20	$395,814	$2,827
Mono	94	0	$275,759	$2,933
Muroc	0	0	$200,497	$200,497
Porterville	416	158	$1,985,084	$4,772
Sierra Sands	93	3	$299,441	$3,220
Tehachapi	29	0	$320,347	$11,046
Wasco	300	139	$352,980	$1,177

*State Average: 1-11 Hours = $682
*State Average: 12 Hours or More = $1,148

6.5 Beginning of the Year Letter (BOYL)

7. REQUESTS FOR FUTURE AGENDA ITEMS

8. DISCUSSION ITEMS

8.1 CAEP Upcoming Due Dates:

October 2026

- Oct 30: 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA – COMPLETED
- Oct 31: Student data due in TOPSPro (Q1) – COMPLETED
- Oct 31: Employment and Earnings Follow-up Survey – COMPLETED

November 2026

- Nov 14: Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover – NOT NEEDED

December 2026

- Dec 1: 26/27 Member Expense Report Due in NOVA (Q1)
- Dec 1: July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

- Dec 31: 26/27 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

January 2027

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

February 2027

- Feb 28: Preliminary allocations for 2027-28 released by this date.

March 2027

- Mar 1: 26/27 Member Expense Report is due in NOVA. (Q2)
- Mar 31: 26/27 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: End of Q3

April 2027

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

May 2027

- May 2: CFAD for 2027-28 due in NOVA *

June 2027

- Jun 1: 26/27 Member Expense Report due in NOVA (Q3)
- Jun 15: 2027–28 Course Approvals are due to the California Department of Education (CDE)
- Jun 30: 26/27 Member Expense Report certified by Consortia in NOVA (Q3) *
- Jun 30: End of Q4

July 2027

- Jul 15: Employment and Earnings Follow-up Survey
- Jul 15: Student Data due in TOPSPro (Q4) FINAL

8.2 2026-2027 Governing Board and Steering Committee Meetings

2026-2027 Governing Board and Steering Committee Meeting Schedule	
~~July 2026 – No Meeting~~	January 15, 2027 – Governing Board and Steering Committee (Mid-Year Data/Fiscal Review)
~~August 3, 2026 – Governing Board~~	February 19, 2027 Steering Committee
~~September 18, 2026 – Steering Committee~~	March 19, 2027 – Steering Committee
~~October 16, 2026 – Steering Committee~~	April 16, 2027 – Governing Board (CFAD)
November 20, 2026 – Governing Board	May 21, 2027 – Steering Committee
December 18, 2026 – Steering Committee	June 18, 2027 – Governing Board and Steering Committee (Annual Plan Retreat)

9. UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

9.1 Conferences

2026

- ACTE CareerTech VISION – New Orleans, LA – December 2-5, 2026

2027

- CAEAA – Sacramento, CA – February 3-5, 2027
- ACCCA – Riverside, CA – February 17-19, 2027
- OTAN TDLS – Torrance Adult School – March 5-6, 2027
- MPAEA – San Diego, CA – March 8-10, 2027
- ACCE Spring Conference – San Diego, CA – March 10-12, 2027
- TESOL International – Houston, TX – March 15-18, 2027
- ACSA Leg Day – Sacramento, CA – March 29-30, 2027
- ASCCC Spring Plenary – Irvine, CA – April 8-10, 2027
- COABE National – New Orleans, LA, April 11-14, 2027
- CCCAOE Spring Conference – Sacramento, CA – April 20-23, 2027
- Noncredit Curriculum Institute – TBD – April 2027
- CCAE Leg Day and State Conference – Sacramento, CA – May 11-14, 2027
- CASAS Summer Institute – Anaheim, CA – June 14-17, 2027
- GED National – Las Vegas, NV – July 2027
- ACSA (ongoing): https://acsa.org/conferences/

10. ADJOURNMENT

Motion to Adjourn at:
Moved by:
Seconded by:
Final Resolution:

Member District (Alphabetical)	Member Representative / Alternate	Yea	Nay	Abstain
Delano Joint Union High School	Kenneth Moore / Julio Segura			
Inyo County Office of Education	Heather Carr / Nikki Rae Hart			
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Sierra Sands Unified School District	April Moore / Jennifer Hayden			
Tehachapi Unified School District	McKenna Liebgott			
Wasco Union High School District	Marleni Maston / Kevin Tallon			

NEXT SCHEDULED MEETING:

Steering Committee

Date: Friday December 18, 2026

Time: 9:00 am – 10:00 am

Location In-Person: KCCD

Location Zoom Link: https://us02web.zoom.us/j/88039244110

Handouts will be in Microsoft Teams, Google Drive and will be available on http://www.kernaec.org. Please contact Liz Ramirez with any questions (Liz.Ramirez@kccd.edu).