

SAEC Leadership Committee Meeting
 Visalia Learning Center Room 12
 Meeting 05/24/18, 2:30 – 4:30 pm
 Co-chairs: Heather Keran & Thad Russell

In Attendance:

Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Lori McClintick, Visalia Adult School; Thad Russell, College of the Sequoias; Larriann Torrez, Tulare Adult School; John Werner, Sequoias Adult Education Director.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> • Heather Keran called the meeting to order and welcomed all to the meeting at 2:42 pm 	
1.2	Welcome and Introductions	<ul style="list-style-type: none"> • No introductions made since everyone knew each other 	
2	Review and approval of meeting minutes :	<ul style="list-style-type: none"> • Approval of minutes for April 19, 2018 • Robert Gonzales, Cutler-Orosi Joint Unified School District arrived for meeting at 3:30 p.m. 	<ul style="list-style-type: none"> • Motioned by Larriann Torrez, Tulare Adult School • Seconded by Lori McClintick, Visalia Adult School • Vote: <ul style="list-style-type: none"> ➤ Approved <ul style="list-style-type: none"> ▪ Heather Keran ▪ Lori McClintick ▪ Larriann Torrez ▪ John Werner ➤ Abstained <ul style="list-style-type: none"> ▪ Thad Russell ➤ Absent at time of vote <ul style="list-style-type: none"> ▪ Robert Gonzales ➤ None opposed, Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • None 	
4	Information Items		
4.1	Professional Development	<ul style="list-style-type: none"> • We need training in Aztec because of changes <ul style="list-style-type: none"> ➤ One beginning and one advanced training ➤ To be done in the summer before school starts 	

		<ul style="list-style-type: none"> • CASAS and GED training are upcoming <ul style="list-style-type: none"> ➤ Staff from Tulare Adult are attending the GED training ➤ Administrators and classified staff from Tulare adult are attending and Visalia Adult Administrators are attending CASAS summer institute <ul style="list-style-type: none"> ▪ Need to set up a post meeting with classified staff after training to share best practices ▪ Have Cliff Moss and possible Jay come and talk <ul style="list-style-type: none"> • Start with ILCE with Administration • Then Admin join Classified with Data & Accountability and tie into CASAS • Look at other needs our classified staff may have in order to get a bigger attendance • Also need ILCE training into ASAP so it aligns with the TOPs system <ul style="list-style-type: none"> ➤ Train administration then classified staff • Edgenuity training <ul style="list-style-type: none"> ➤ Visalia Adult School has staff willing to train ➤ Would like to pair up teachers to do one on one training <ul style="list-style-type: none"> ▪ Feel it would get better results ▪ Tulare Adult has 5 in need of training ▪ Hanford Adult has 2 in need of training ➤ Training could be done while teaching a class so teachers get an idea of how it works 	<ul style="list-style-type: none"> • Will talk about classified training after the CASAS summer institute • John Werner will work with Lori McClintick to work out a training schedule. <ul style="list-style-type: none"> ➤ Lori will find who and when staff are available to train ➤ John Werner will generate something to communicate to everyone
4.2	NOVA Update – John Werner	<ul style="list-style-type: none"> • Submission of quarter 3 expenditures are due June 1, 2018 <ul style="list-style-type: none"> ➤ If anyone needs to make changes to budget, inform John Werner so he can decertify it <ul style="list-style-type: none"> ▪ Go into NOVA to make changes ▪ Rule on budget changes: 10% requires consortium director’s approval. If 15% or more it takes Board approval. ➤ Once budget is ready, go to fiscal reporting in NOVA <ul style="list-style-type: none"> ▪ Qtr. 1 and Qtr. 2 was inputted by the state for everyone ▪ Reminder Qtr. 3 includes everything you put into Qtr. 1 and Qtr. 2 (It is accumulative) ▪ Carryover will be added to 2018.2019 ➤ John Werner will certify everyone at the same time 	

		<ul style="list-style-type: none"> • Qtr. 4 expenditures will change <ul style="list-style-type: none"> ➢ All other income sources will need to be reported <ul style="list-style-type: none"> ▪ i.e. WIOA, Perkins, LCAP, CTE fees ▪ WIOA has to prove to the Feds what other funds are leveraged ▪ First year of college is free so state wants to know how much money is needed to make CTE adult education free 	
4.3	Navigator Update – John Werner	<ul style="list-style-type: none"> • Alida Mora has accepted the position as ABE Navigator <ul style="list-style-type: none"> ➢ She will start July 1, 2018 • Plan to fly the Advance manufacturing Navigator positions shortly <ul style="list-style-type: none"> ➢ Waiting for Chrissy to complete resignation • Navigators June and July schedule handed out to everyone <ul style="list-style-type: none"> ➢ They want to start doing summer presentations for summer classes ➢ They want to meet with staff from each of the adult schools during their back to school preparations <ul style="list-style-type: none"> ▪ They are available on a first come first serve bases • Schools would like to see Navigators at their sites for longer period of times <ul style="list-style-type: none"> ➢ Build relationships with students and meet with them but are not around when students want to follow up <ul style="list-style-type: none"> ▪ Feel they are at events and students are not getting seen • Visalia Adult and Tulare Adult have summer classes 	<ul style="list-style-type: none"> • John Werner will talk with Navigators
4.4	SAEC Digital Badges – John Werner	<ul style="list-style-type: none"> • ESL committee wants to do digital badging • Badging comes from Norco-Corona and ABC Riverside Consortium <ul style="list-style-type: none"> ➢ Will start with language certificate badge ➢ John Werner will meet with them May 31st ➢ They have not done immigrant framework yet so we can help with the platform ➢ They want to work with us so our badges are the same 	
4.5	Perkins – Larriann Torrez	<ul style="list-style-type: none"> • Tulare Adult will be the LEA for Perkins <ul style="list-style-type: none"> ➢ Have 6 districts that are all in one consortium ➢ Perkins was submitted May 24, 2018 and will wait for official GAN and will share it with everyone 	<ul style="list-style-type: none"> •

5	Action Items	<ul style="list-style-type: none"> • N/A 	
6	Discussion Items		
6.1	Welding Curriculum Alignment	<ul style="list-style-type: none"> • Had webinar for curriculum alignment and everyone is on board to do it • Can't secure AWS consortium wide because not enough money <ul style="list-style-type: none"> ➢ Unless everyone is willing to put money into it. <ul style="list-style-type: none"> ▪ This would need Board approval • Feel we can do a single point collaborative <ul style="list-style-type: none"> ➢ AWS will keep the budget where it is if they know we are all coming together even though we are separate • Schools need to know the plan in order to get information out to students before classes start • Visalia Adult feels students are ready for first module and want to start with that even though student will not receive a certificate <ul style="list-style-type: none"> ➢ Feel it is worth pay the \$70 • \$70 charge is good for a year of use for one person <ul style="list-style-type: none"> ➢ Fee starts on the day the student logs in ➢ Want to pre buy so many seats. If they are not all used AWS will carry it over <ul style="list-style-type: none"> ▪ Can't use state payers fund because the course stays with the student that purchases it • Tulare Adult would like to start in August but need to know if it is a go by July 1 <ul style="list-style-type: none"> ➢ Willing to purchase with own funds and then get paid back by students • Visalia Adult would need to know by June 18th if it is a go • Hanford Adult would have to get student fee first • Schools need to talk to the teachers to see what they think <ul style="list-style-type: none"> ➢ Visalia Adult instructor is on board but worried about training <ul style="list-style-type: none"> ▪ Thad said it is very intuitive and does not think there is training ➢ Hanford Adult instructor is excited about it and started exploring last week <ul style="list-style-type: none"> ▪ Need his feedback 	<ul style="list-style-type: none"> • John Werner will follow up on this • Will have to start the process of getting quotes • John Werner will start putting a meeting together

		<ul style="list-style-type: none"> • If we have a meeting with instructors we need the administration there along with Randy for it to go anywhere 	
6.2	Edgenuity	<ul style="list-style-type: none"> • Edgenuity is not supporting curriculum that the consortium uses <ul style="list-style-type: none"> ➤ Visalia Adult teacher has worked through ones not supported and fixed them <ul style="list-style-type: none"> ▪ Willing to do the same for everyone in the consortium ➤ Teachers can use unsupported version but it does not work well • The consortium original purchased the one VCIS was using <ul style="list-style-type: none"> ➤ No longer available • Biology and Earth Science are the critical ones that need to be rebuild <ul style="list-style-type: none"> ➤ Tulare Adult has a retired teacher that has a credential on these topics ➤ Visalia Adult teacher took biology and looked at what VCIS did previously so it is the same ➤ As long as it realigns with the standards Visalia Adult teacher could continue changing them • We are no longer under the 25 course limit. There are no additional fees <ul style="list-style-type: none"> ➤ We can add more curriculum but need to agree as a consortium as to what classes we want ➤ Clovis may be willing to share with us ➤ Need more electives • Need to bring together a core group to work on this <ul style="list-style-type: none"> ➤ Teachers from each adult school were suggested ➤ Will decide if we are using curriculum that is unsupported or see if we can share with Clovis ➤ Need to let the consortium know what we are doing 	<ul style="list-style-type: none"> • John Werner will work on getting group together
6.3	2018/19 Annual Plan	<ul style="list-style-type: none"> • John Werner take the 3 year plan that is already in place and will update it and add a few things <ul style="list-style-type: none"> ➤ Will send it out to the Leadership team to review by email ➤ SAEC Board will see it for the first time at the August SAEC Board Meeting <ul style="list-style-type: none"> ▪ Plan is due by August 15th to the state ▪ Plan will be sent out to the Board by e-mail ahead of time so they can read it and know it will be an action item in august 	<ul style="list-style-type: none"> • FYI – Later members will be asked to submit a member plan in NOVA and that member plan is “are you doing this strategy” <ul style="list-style-type: none"> ➤ So make sure you review the plan that John emails out and it is what you will be doing
6.4	Leadership	<ul style="list-style-type: none"> • Only one person is available for the June 5th meeting 	

	Committee Meeting Agenda for 6/5/2018, 10am meeting	<ul style="list-style-type: none">• Discussion on what days everyone can meet this summer<ul style="list-style-type: none">➤ Next Leadership meeting will be July 19th at the Visalia Learning Center room 12	
7	Adjournment	<ul style="list-style-type: none">• Adjourned at 4:27pm by Heather Keran• Next scheduled Leadership meeting July 19, 2018 at 2:30pm in the Visalia Learning Center, room 12	