

SAEC Leadership Committee Meeting

Visalia Learning Center Room 12

Meeting 08/23/18, 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; Tami Olson, Visalia Adult School; Thad Russell, College of the Sequoias; Larriann Torrez, Tulare Adult School, John Werner, Sequoias Adult Education Consortium Director

	Discussion Topic	Outcome	Action
1	Opening Business	<ul style="list-style-type: none"> • Heather Keran called the meeting to order and welcomed all to the meeting at 2:46 pm • Introductions were made <ul style="list-style-type: none"> ➤ Introduced Tami Olson, principal of Visalia Adult School 	
2	Review and approval of meeting minutes: July 19, 2018 Review and approval of meeting notes: August 7, 2018	<ul style="list-style-type: none"> • Did not have a quorum in attendance on August 7, 2018 so minutes became notes 	<ul style="list-style-type: none"> • Motioned to Approve July 19, 2018 Minutes and accept and file the Notes of August 7, 2018 meeting by Thad Russell, College of the Sequoias • Seconded by Tami Olson, Visalia Adult School • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment		
4	Information Items		
4.1	NOVA-Fiscal Reporting process and due dates	<ul style="list-style-type: none"> • September 1st due date for member level submission for Q4 <ul style="list-style-type: none"> ➤ Soft date because NOVA is still having problems ➤ Hard date will be the end of September <ul style="list-style-type: none"> ▪ John Werner will need to certify all accounts by this date ➤ Will need printed chart of accounts from everyone with a cover page that summarizes what you did <ul style="list-style-type: none"> ▪ Will need 2 signatures on this; site manager and CFO or lead finance person ▪ Can give to John Werner by hand and it will be kept on file 	

		<ul style="list-style-type: none"> • Annual plan has been submitted <ul style="list-style-type: none"> ➤ Software would not permit full submission of plan so short narrative was given with information stating to look under supporting document for the full length Annual Plan that was approved by the SAEC Board <ul style="list-style-type: none"> ▪ Full length of plan is with the SAEC Board and not in NOVA • 2018/19 Member Plan will be open to everyone soon <ul style="list-style-type: none"> ➤ Fill out budget by object code and program area ➤ Submit member plan, checking the boxes of the ones you are participating in • Alpha Budget is due September 15th 	
4.2	Navigator Update	<ul style="list-style-type: none"> • Navigators have given each school a default schedule • Weekly schedules be emailed to administration by Friday before the following week <ul style="list-style-type: none"> ➤ Please forward schedule to your staff so they know when the navigators are in 	
4.3	Member Effectiveness Reporting Schedule 2018/19 Review	<ul style="list-style-type: none"> • There will be no Leadership Meeting on October 2nd due to training that most of the Leadership Committee will be attending <ul style="list-style-type: none"> ➤ No member effectiveness reporting will be schedule for that date • Member effectiveness reporting will be given on: <ul style="list-style-type: none"> ➤ November 6, 2018: Hanford Adult and Tulare Adult ➤ December 4, 2018: Corcoran Adult, Cutler-Orosi Adult and Lindsay Adult ➤ February 5, 2019: Visalia Adult and College of the Sequoias 	<ul style="list-style-type: none"> • John Werner will send a template out
4.4	David Cookingham Marketing	<ul style="list-style-type: none"> • David Cookingham is doing some consulting for education agencies on marketing <ul style="list-style-type: none"> ➤ Marketing package he would put together for us would cost approximately \$25,000 <ul style="list-style-type: none"> ▪ Does not covering airing of commercials ▪ He helps to understand the analytics of everything • It was mentioned that some of the high schools have media arts program they can use <ul style="list-style-type: none"> ➤ Visalia Adult has reached out to El Diamante ➤ Other adult schools would like to reach out to their school contacts 	<ul style="list-style-type: none"> • Leadership Committee felt they did not have it in the budget to use him • Will discuss this more at next Leadership Committee meeting

5	Action Items	N/A	
6	Discussion Items		
6.1	F.I.E.L.D Partnership Application – FIELD President David Villarino, communications to member agencies	<ul style="list-style-type: none"> • F.I.E.L.D applied for partnership and it was declined because of duplication of services • COS told F.I.E.L.D they would not be renewing contract with them • F.I.E.L.D feels they have a right to full membership in the consortium <ul style="list-style-type: none"> ➤ Wants SAEC to tell COS we want the partnership deal, if not he will enforce injunctions on all of us and level a law suit against SAEC ➤ F.I.E.L.D says they will go under without the money they would get from the classes, approximately \$200,000 ➤ F.I.E.L.D said regardless of any agreement they will offer classes ➤ John Werner replied he would take information back to Leadership Committee • F.I.E.L.D said they were frustrated they did not know about meetings <ul style="list-style-type: none"> ➤ It was confirmed that he has been receiving our emails and that meetings are published on the SAEC website 	
6.2	Finalize Aztec Training: Beginners, PM session and evening session	<ul style="list-style-type: none"> • September 6th date did not work for Aztec • Leadership Committee would like to try for September 17th 	<ul style="list-style-type: none"> • John Werner will check on the date
6.3	HSD Graduation Requirements	<ul style="list-style-type: none"> • Graduation Requirements for the adult schools are: <ul style="list-style-type: none"> ➤ Corcoran: 180 ➤ Cutler-Orosi: 175 ➤ Hanford: 180 credits ➤ Lindsay: 175 credits ➤ Tulare: 200 credits ➤ Visalia: 200 credits • If we are to align credits it would need to go to each Districts Boards • Hanford and Lindsay got WASC accreditation last year <ul style="list-style-type: none"> ➤ Corcoran still needs accreditation 	
6.4	2017/18 SAEC Data Review	<ul style="list-style-type: none"> • John Werner shared information that he pulled from reports from California AEBG Tables <ul style="list-style-type: none"> ➤ Summary data highlights from each school 	

		<ul style="list-style-type: none"> • It was asked if data is representative from what you know your programs are doing <ul style="list-style-type: none"> ➤ If not are you sure that <ul style="list-style-type: none"> ▪ All required fields being filled out in ASAP and TOPs ▪ Courses are affiliated with the right program ▪ Parent testing is being done ▪ With student gains are they moving up to the next level ▪ Are all attendance hours being counted 	
6.5	September 4, 2018 SAEC Board Meeting Agenda	<ul style="list-style-type: none"> • F.I.E.L.D information • Data Review 	
6.6	Leadership Committee Meeting Agenda or 09/04/2018	<ul style="list-style-type: none"> • Video information • Update on Edgenuity to schools • Dates for Aztec • Yes or no for fiscal reporting 	
7	Adjournment	<ul style="list-style-type: none"> • Next Leadership Team Meeting will be September 4, 2018 at 10:00am • Meeting adjourned at 4:37pm 	