

SAEC Leadership Committee Meeting Minutes

January 25, 2024

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Art Villarreal, Farmersville Adult School; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 3:03 pm	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established – at 3:15pm	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none">Minutes from 11/07/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Tami Olson, Visalia Adult SchoolSeconded by Lori Morton, Tulare Adult SchoolAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Abstain: Non➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none">None	
4	Action Items	<ul style="list-style-type: none">No Action Items	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none">2024.25 Annual Plan Draft<ul style="list-style-type: none">➤ Will start revising next week➤ Wil add language in MOU that talks about carry over limitations➤ Extenuating situations have a safety net<ul style="list-style-type: none">▪ Go over it in year one▪ Correction language in year two▪ Technical support in year three from the state➤ Will get the plan out to everyone and then we sunrise it in	

		<p>February and then take it to the SAEC Board in April</p> <ul style="list-style-type: none"> • 2024.25 Annual Plan Strategies and Performance Outcome Metrics <ul style="list-style-type: none"> ➤ Use these on reports as well as Member Effectiveness reports ➤ CDE and Chancellor's office will pull out of these as they look at funding models <ul style="list-style-type: none"> ▪ Funding model recipe will be presented at CAEAA conference • CFAD is due on May 2nd but will not meet as a SAEC Board until May 7th <ul style="list-style-type: none"> ➤ We will be late turning it in again this year • Would like to hold off approving MOU until next fiscal year <ul style="list-style-type: none"> ➤ We always have to do an amended one in August which also means we do an amendment to the CFAD 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • We were late on Q1 expenditure reports <ul style="list-style-type: none"> ➤ Encouraged everyone to get Q2 done 	
5.3	Member Fact Sheets – John Werner	<ul style="list-style-type: none"> • Will table for the next meeting 	
5.4	Site Visits – John Werner	<ul style="list-style-type: none"> • Barbara will be contacting everyone to make arrangements for John Werner to visit sites. <ul style="list-style-type: none"> ➤ Time to find out what you need and what is your roll in the student data and how you are using it ➤ Approximately 1 hour ➤ Would like to see classrooms and teachers if there is enough time 	
5.5	Metrix Learning – John Werner	<ul style="list-style-type: none"> • Jeannie Batista emailed John when they became aware of the training program <ul style="list-style-type: none"> ➤ John will meet with Jeannie Batista and Bill Davis on Monday or Tuesday of next week 	
5.6	CCAE Awards Nominations – John Werner	<ul style="list-style-type: none"> • We usually put this on the agenda in April to honor those who have received awards <ul style="list-style-type: none"> ➤ Lori Morton will let us know when the names are released ➤ CCAE conference is May 9 - 11 	

5.7	Updates on PD Calendar – John Werner	<ul style="list-style-type: none"> Professional Development calendar <ul style="list-style-type: none"> ➤ Barbara will invite everyone to every due date which create a lot of email for everyone ➤ John will also be more proactive on the calendar 	
5.8	RISDIS – John Werner	<ul style="list-style-type: none"> Evette is out until February 16, 2024 <ul style="list-style-type: none"> ➤ If there is a need to cover Evette's sites let John Werner know ➤ Cutler's secretary will go out with the other Navigators to see how things are done since Evette is out Upcoming Navigator Events 	
5.9	Professional Development– John Werner	<ul style="list-style-type: none"> CAEAA conference February 6 – 8, 2024 CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulthood.org/ Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulthood.org/Practice 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> ▪ Travel ban to Tennessee is gone ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana – 2026 Question was asked how teachers are paid on this – teacher rate or just travel and expenses <ul style="list-style-type: none"> ➤ Each district has their own rules ➤ Some adult schools shared how their districts do it 	
5.10	Member Effectiveness Reports	<ul style="list-style-type: none"> Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult <ul style="list-style-type: none"> ▪ Visalia adult is being moved to April ➤ April 2024 – Visalia Adult School, College of the Sequoias, Cutler-Orosi 	

5.8	Program Area Governance Committees	<ul style="list-style-type: none"> Program Area Committee meeting dates <ul style="list-style-type: none"> ➤ ESL <ul style="list-style-type: none"> ▪ September 25, 2023 1:00PM-3:00PM ▪ April 5, 2024 1:00PM-3:00PM ➤ ABE/ASE <ul style="list-style-type: none"> ▪ September 11, 2023 1:00PM-3:00PM ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> ▪ 3249 W. Noble 	
5.10	SAEC Data Community of Practice	<ul style="list-style-type: none"> SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.20.23 @ 11:00AM ▪ Q2 01.19.24 @ 11:00AM ▪ Q3 04.19.24 @ 11:00AM ▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM Met with SAEC Data Community of Practice last Friday, January 19, 2024 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> February 6, 2024 @ 9:45am – 11:45am <ul style="list-style-type: none"> ➤ It will be in the COS Board room ➤ Discussed doing another PD event like last year <ul style="list-style-type: none"> ➤ Lori Morton will be on a sub committee with John Werner to plan it Discussion on doing a working lunch <ul style="list-style-type: none"> ➤ Plans for February 6, 2024 after Leadership Committee Meeting 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting February 6, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS Will dive into expenditure stuff New Superintended in Corcoran – Andre Pecina 	

6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:05pm 	<ul style="list-style-type: none"> • Motioned to adjourn meeting by Art Villarreal, Farmersville Adult School • Seconded by Victoria Guzman, Cutler-Orosi Adult School • Abstained: None • Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried
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