

SAEC Leadership Committee Meeting Minutes

February 6, 2024

9:45 AM – 11:30 AM

COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; 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 9:38 am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Minutes from 01/25/2024 	<ul style="list-style-type: none"> ● Motioned to approve Minutes by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Amalia Lopez, Lindsay Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: None ➢ 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"> ➢ John Werner has almost completed it ● Need to update MOU and Governance and report on Consortium to reflect 20% on CAEP funds ● Will build the CFAD <ul style="list-style-type: none"> ➢ Dollar amounts are based on preliminary budget and COLA which is .78% this year 	

		<ul style="list-style-type: none"> ▪ May revised will come out and we will revise it ➤ Due May 2, 2024 • Resolution on Adult Ed week <ul style="list-style-type: none"> ➤ You can modify the language • Adult Ed Celebration Day <ul style="list-style-type: none"> ➤ VAS gives awards to students, one teacher and classified staff of the year at this celebration <ul style="list-style-type: none"> ▪ Also has career job fair booths ▪ Provide food as students visit vendors • Discussion on this year's FASFA application <ul style="list-style-type: none"> ➤ Very difficult for students to sign up for it 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • PD Calendar was updated by Barbara Marshall and invites sent out <ul style="list-style-type: none"> ➤ Can call Barbara Lehman if you need any help on the reports • Grace with Burlington English is interested in doing a mini conference <ul style="list-style-type: none"> ➤ John Werner will brainstorm with Grace • Discussion on Community Schools 	
5.3	CAEP Funding Model Reimagined – John Werner	<ul style="list-style-type: none"> • Adult Education Funding Model Report will be out at the CCAE conference <ul style="list-style-type: none"> ➤ Ask them any questions you may have ➤ It will take awhile to work out all the issues ➤ Changes may come anywhere from 2028 – 2029 	
5.4	RISDIS – John Werner	<ul style="list-style-type: none"> • Still waiting for Evette Lopez to come back • There are a lot of events going on <ul style="list-style-type: none"> ➤ Will have Navigators out at the World Ag Expo • May take a few Navigators to the State CCAE Conference 	
5.5	Professional Development– John Werner	<ul style="list-style-type: none"> • CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulted.org/ • Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulted.org/Practice 	

		<ul style="list-style-type: none"> ● 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 ● CASAS Summer Institute is coming up in June ● Adult Education Summit <ul style="list-style-type: none"> ➤ Has been poorly attended in the past ➤ Might be able to combine with CCAE Conference <ul style="list-style-type: none"> ▪ Expense may be an issue for some schools 	
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 – Corcoran Adult, Lindsay Adult ➤ 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 	

5.9	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 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● February 22, 2024 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting April 2, 2024 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 11:30am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried