

## SAEC Leadership Committee Meeting Minutes

February 17, 2021

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education; Heather Keran, Hanford Adult School; Lori Morton, Tulare Adult School; Mitch Rosin, Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 3:00PM by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established –</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 2.1.22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by</li> <li>● Seconded by</li> <li>● Abstained: District</li> <li>● Vote:                             <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	N/A	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Virtual meeting for March                             <ul style="list-style-type: none"> <li>➢ Approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by</li> <li>● Seconded by</li> <li>● Abstained: District</li> <li>● Vote:                             <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
5	<b>Information Items</b>		

5.1	<b>SAEC Three Year Plan 2022.25 – John Werner and Mitch Rosin</b>	<ul style="list-style-type: none"> <li>● M. Rosin reviewed Three Year Plan Template in NOVA <ul style="list-style-type: none"> <li>➢ Reviewed data and goal setting data needed from sites</li> <li>➢ M. Rosin to provide a list of needed data prior to in person meetings in March</li> <li>➢ Added data in NOVA template will impact Three Plan completion timeline <ul style="list-style-type: none"> <li>▪ SAEC Board will need to meet in June to approve plan.</li> </ul> </li> <li>➢ Site admins provide CIP goals to M. Rosin</li> </ul> </li> <li>● Scheduled in person visits with M. Rosin on 3/22 and 3/23 at VAS <ul style="list-style-type: none"> <li>➢ J Werner sent out calendar invites during meeting</li> </ul> </li> </ul>	
5.3	<b>Deliverables – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➢ Continuous Improvement Plans due <ul style="list-style-type: none"> <li>▪ H. Keran reviewed caladulted.org portal and submission process</li> </ul> </li> <li>➢ <a href="https://www.cde.ca.gov/sp/ae/fg/wioa21.asp">https://www.cde.ca.gov/sp/ae/fg/wioa21.asp</a></li> <li>➢ Deliverables for 2021-22</li> </ul> </li> </ul>	
5.4	<b>CAEP – John Werner</b>	<ul style="list-style-type: none"> <li>● CAEP Due Dates <ul style="list-style-type: none"> <li>➢ <a href="https://caladulted.org/DueDates">https://caladulted.org/DueDates</a></li> </ul> </li> </ul>	
5.5	<b>SAEC Navigator Calendar Modification for 2022.23</b>	<ul style="list-style-type: none"> <li>● J. Werner reviewed Connecting Adult’s to Success: Evaluation of Career Navigator Training Pilot <ul style="list-style-type: none"> <li>➢ SAEC seeks to participate as a consortium in the pilot</li> </ul> </li> <li>● Navigators Calendar Modification <ul style="list-style-type: none"> <li>➢ J. Werner reviewed project status</li> </ul> </li> </ul>	
5.6	<b>Professional Development Needs – Heather Keran</b>	<ul style="list-style-type: none"> <li>● SAEC Back to School PD need reviewed</li> <li>● CAEP Provider PD opportunities reviewed (see agenda for links)</li> <li>● Edgenuity: tabled until 3.1.22 meeting</li> </ul>	
5.7	<b>John Werner out in February</b>	<ul style="list-style-type: none"> <li>● John will be out February 25 to approximately March 20th <ul style="list-style-type: none"> <li>➢ Will not be able to facilitate SAEC Board meeting on March 1<sup>st</sup></li> <li>➢ Will make Heather the host for the meeting and let Brent and Yolanda carry it</li> </ul> </li> </ul>	
5.8	<b>Reminders – John Werner</b>	<ul style="list-style-type: none"> <li>● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> <li>➢ <del>October – John will share a whole consortium report</del></li> <li>➢ <del>November 2021 – Hanford Adult, Tulare Adult</del></li> <li>➢ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➢ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➢ March 2022 – Cutler-Orosi, Farmersville <ul style="list-style-type: none"> <li>▪ J. Werner shared master slide deck and instructions with</li> </ul> </li> </ul> </li> </ul>	

		<p style="text-align: center;">school admins</p> <ul style="list-style-type: none"> <li>● Governance Committee Meetings <ul style="list-style-type: none"> <li>➢ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> <li>▪ <del>October 1, 2021</del></li> <li>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➢ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ February 28, 2022</li> <li>▪ April 25, 2022</li> </ul> </li> <li>➢ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ <del>October 8, 2021</del></li> <li>▪ <del>November 12, 2021</del></li> <li>▪ <del>February 11, 2022</del></li> <li>▪ April 22, 2022</li> </ul> </li> </ul> </li> <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➢ <del>Q1: 10.22.21 @ 11:00am</del></li> <li>➢ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➢ Q3: 04.29.22 @11:00am</li> <li>➢ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.9	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 03/01/22 at 9:15AM-10:15AM <ul style="list-style-type: none"> <li>➢ Virtual meeting</li> </ul> </li> </ul>	
5.9	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 03/01/2022 <ul style="list-style-type: none"> <li>➢ Virtual meeting</li> <li>➢ John will not be able to run the meeting and will give hosting ability to Heather Keran</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 4:18PM</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Brian Brazier, Corcoran Joint Unified School District</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>