

SAEC Leadership Committee Meeting Minutes

April 11, 2023

9:45AM – 11:45AM

In Person: COS Sequoias Room 1

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; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 9:20am by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established – Yes 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Approval of Minutes from 03/23/2023 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No Comments 	
4	Action Items	<ul style="list-style-type: none"> ● No Action Items 	
5	Information Items		
5.1	Member Effectiveness Presentations in April – John Werner	<ul style="list-style-type: none"> ● Cutler-Orosi and Farmersville and Lindsay adult school did an outstanding job of presenting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● Report on Consortium Governance <ul style="list-style-type: none"> ➢ There is a 20% cap on turnover <ul style="list-style-type: none"> ▪ No policy on how it is to be done ▪ John will follow the Ed Code when explaining it and it will 	

		<p>clean it up more next year</p> <ul style="list-style-type: none"> ➤ Governance Committees <ul style="list-style-type: none"> ▪ Will write language to reflect the shift ▪ Suggested that we have a CTE or English technology committee <ul style="list-style-type: none"> ○ John Werner will think about how to do it ○ John Werner also suggested adding the data of community practice into the document ○ It was suggested that there may be more committees in the future and we may want to revise the language to show this <ul style="list-style-type: none"> ● SAEC Memorandum of Understanding <ul style="list-style-type: none"> ➤ Some language has been refined ● Preliminary Allocations and CFAD Process <ul style="list-style-type: none"> ➤ Your district financial person should be putting information into NOVA ➤ Looks like COLA will drop ● All documents will be blacklined for the May 2nd SAEC Board meeting ● Signature process for with the LEAs <ul style="list-style-type: none"> ➤ SAEC Report on Governance Document <ul style="list-style-type: none"> ▪ LEA board must approve this along with the MOU ▪ Member Representative signs document (Superintendent) ➤ SAEC Memorandum of Understanding <ul style="list-style-type: none"> ▪ LEA board must approve it along with the SAEC Report on Governance ▪ Member representative (Superintendent) and your Board President needs to sign it ➤ Send signed copy to Barbara Marshall along with agenda and minutes of the meeting when they are available 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Do not know what the WIOA allocations are yet ➤ It is important to remember that each student is getting the support they need and that we are keeping data up-to-date all the time ● CAEP <ul style="list-style-type: none"> ➤ April 2023 <ul style="list-style-type: none"> ▪ Apr 30: Student Data due in TOPSPro (Q3) 	

		<ul style="list-style-type: none"> ▪ Apr 30: Employment and Earnings Follow-up Survey ▪ May 2023 ➤ May 2: CFAD for 2023-24 due in NOVA * ➤ June 2023 <ul style="list-style-type: none"> ▪ Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3) ▪ Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * ▪ Jun 30: End of Q4 	
5.4	ELL Grant – John Werner	<ul style="list-style-type: none"> ● This is a 130 million dollar grant over 3 years <ul style="list-style-type: none"> ➤ A PowerPoint presentation on how it will happen was presented before they met with CAEAA, ACSA, CDE... <ul style="list-style-type: none"> ▪ It got some push back ➤ They will not share the PowerPoint presentation that was given ➤ Regional consortium will have to apply for the money <ul style="list-style-type: none"> ▪ Heard that not all consortiums will be getting the money ▪ They are behind on what they are doing ▪ Money is already sitting in the Counselors office earning interest until they figure it out 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➤ April 13 -15 CCAE State Conference ➤ April 17 Growing Health Leaders Conference ➤ April 17 CVRCenter - Transition Fair ➤ April 25 Career Orientation Presentation at Dinuba HS ➤ April 26 Tulare County Support Staff Conference ➤ April 27 ESL Giant Trails ➤ May 2 Career Orientation Presentation at Dinuba HS ➤ May 2 Community Resource Fair ● Suggested that administrators can give Navigators a schedule of things they would like them to attend ● Field trips to colleges and be used with CAEP money 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● Professional development options <ul style="list-style-type: none"> ➤ CCAE State Conference 	
5.7	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 	

		<ul style="list-style-type: none"> ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 31, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM ▪ April 24, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ November 7, 2022 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM ● Committees for next fiscal year <ul style="list-style-type: none"> ➤ Suggest that each committee meet twice a year ➤ Meet with leadership to pick best dates ➤ Classes in the evening could be canceled so that teachers could meet together 	
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"> ➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.21.22 @ 2:15PM ▪ Q2 01.20.23 @ 11:00AM ▪ Q3 04.21.23 @ 11:00AM ▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● April 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Agenda topics <ul style="list-style-type: none"> ▪ John will go over what will be presented at the next SAEC Board meeting 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting May 2, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS ➤ John Werner and Heather Keran may not be at the meeting 	

6	Adjournment	<ul style="list-style-type: none">● Meeting adjourned at 10:52am	<ul style="list-style-type: none">● Motioned to adjourn the 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