

## SAEC Leadership Committee Meeting Minutes

April 21, 2022

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Mitch Rosin; Jonna Schengel, COS; John Werner, SAEC Executive 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 3:05pm by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>● Introduced the SAEC Navigators</li> </ul>	
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 004.05.2022</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained:</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>	<ul style="list-style-type: none"> <li>● Tami Olson was thanked for making it possible for Leadership members to attend an excellent ACSA conference</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Approval of virtual meetings for the month of May</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained:</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>● Last major change <ul style="list-style-type: none"> <li>➢ Farmersville gave Mitch WIOA Title II CIP goals</li> <li>➢ If anyone has final edits on the 3-year plan bet them to Mitch by this weekend</li> </ul> </li> </ul>	
5.2	<b>SAEC Governance Documents 2022/23 – John Werner</b>	<ul style="list-style-type: none"> <li>● No major changes on the Governance documents since last meeting</li> <li>● CFAD may need changes after May revised <ul style="list-style-type: none"> <li>➢ Will do an allocation amendment if there are changes</li> <li>➢ Will need to be voted on again</li> </ul> </li> <li>● MOU to be approved by the SAEC Board in June <ul style="list-style-type: none"> <li>➢ This will prevent us from having to vote on it twice if there are changes on the May revised</li> </ul> </li> </ul>	
5.3	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➢ WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan <ul style="list-style-type: none"> <li>▪ Deliverables for 2021-22: <ul style="list-style-type: none"> <li><a href="https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp">https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp</a></li> </ul> </li> </ul> </li> <li>➢ WIOA application <ul style="list-style-type: none"> <li>▪ Application for WIOA will only happen every 4 years</li> <li>▪ Next one starts in August 2022 <ul style="list-style-type: none"> <li>○ Everyone needs to prequalify in the August submission by submitting data information and then apply in November for consideration</li> </ul> </li> <li>▪ Everyone applies separately but we apply as a unified front</li> <li>▪ Would like to hire someone as a consultant which would need Board approval</li> <li>▪ Link of previous submissions to give everyone an idea of what is needed <ul style="list-style-type: none"> <li>○ <a href="https://drive.google.com/drive/u/0/folders/1PIIPT_S6QrMNM6i67MCXCT2Z-EalMHAyJ">https://drive.google.com/drive/u/0/folders/1PIIPT_S6QrMNM6i67MCXCT2Z-EalMHAyJ</a></li> </ul> </li> </ul> </li> </ul> </li> <li>● Due April 30, 2022 <ul style="list-style-type: none"> <li>➢ AEP Student Data</li> <li>➢ WIOA II Employment Earnings</li> <li>➢ WIOA II Recertification for Citizenship</li> <li>➢ WIOA II 3Q Data Integrity</li> <li>➢ WIOA 3Q Expenditure Claim</li> <li>➢ WIOA II AEFLA CIP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● John will sunrise a support system for WIOA Title II</li> </ul>

		<ul style="list-style-type: none"> <li>● CAEP Quarter 3 Fiscal Reports and Student Data Reminder <ul style="list-style-type: none"> <li>➢ All CAEP Due Dates: <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> <li>➢ Turn in Q2 fiscal reporting backup to Barbara Marshall</li> </ul> </li> <li>● John Werner shared that he has been meeting with Superintendents <ul style="list-style-type: none"> <li>➢ Discussing the 3-year plan, digital literacy and how things are going with their districts and with the consortium in general, from their perspective.</li> </ul> </li> </ul>	
5.4	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Edgenuity (Imagine Learning) <ul style="list-style-type: none"> <li>➢ Purchase orders were sent to everyone <ul style="list-style-type: none"> <li>▪ 3 years' worth of curriculum</li> </ul> </li> <li>➢ You can go ahead and start getting it approved by your School Boards <ul style="list-style-type: none"> <li>▪ Farmersville has already been approved</li> </ul> </li> <li>➢ PD days are good for 3 years</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Will go before the SAEC Board on May 3, 2022</li> </ul>
5.6	<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>➢ <del>March 2022 – Cutler-Orosi, Farmersville</del></li> </ul> </li> <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 - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></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>● Meetings for ESL and ABE are on the same day</li> </ul>	

		<ul style="list-style-type: none"> <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: 04.22.22 @11:00am (Revised from 04/29/22)</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.6	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 05/03/22 at 9:15am <ul style="list-style-type: none"> <li>▪ Start taking a look at questions on RFA on WIOA</li> <li>▪ It was suggested that we change Leadership Committee meetings to 1.5 hours vs 1 hour</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 05/03/2022 <ul style="list-style-type: none"> <li>➤ Agenda topics: <ul style="list-style-type: none"> <li>▪ SAEC Three Year Plan</li> <li>▪ SAEC Governance Documents – Action Item</li> <li>▪ Virtual vs In Person meetings – Action Item</li> </ul> </li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 4:22pm</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Jonna Schengel, COS</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>