

SAEC Leadership Committee Meeting Minutes

May 20, 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; Jonna Schengel, College of the Sequoias; Arturo Villarreal, Farmersville Adult School;

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 8:39am 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 04/11/2023Approval of Notes from 04/20/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Lori Morton, Tulare Adult SchoolSeconded by Amalia Lopez, Lindsay Adult SchoolAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Motion CarriedMotion to approve Notes by Brian Brazier, Corcoran Adult SchoolSeconded by Lori Morton, Tulare Adult School Abstained: NoneAbstained: Victoria Guzman, Amalia Lopez, Tami Olson, Jonna SchengelVote:<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	Governance – John Werner	<ul style="list-style-type: none"> Report on Consortium Governance, SAEC Memorandum of Understanding and Preliminary Allocations and CFAD Process <ul style="list-style-type: none"> Has been passed by the SAEC Board Governance documents and MOU are not to be taken to local LEA's until June Will have an amendment if the COLA changes 	
5.2	Marketing/Outreach – Tami Olson	<ul style="list-style-type: none"> Visalia Adult School has been meeting with Momentum Broadcasting <ul style="list-style-type: none"> They have 5 or 6 different radio stations Will be advertising for their CTE program They are interested in doing something for the consortium vs individual schools <ul style="list-style-type: none"> Cost can be split so everyone would get something They would put the advertisement together Tami Olson will email everyone a copy of a broadcast they are willing to do <ul style="list-style-type: none"> Tami will work out quotes for everyone and bring it back to the next meeting 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> WIOA Title II <ul style="list-style-type: none"> Remember to save copies of your receipts showing deliverables have been received <ul style="list-style-type: none"> There have been issues with WIOA stating they have not been turned in CAEP <ul style="list-style-type: none"> April 2023 <ul style="list-style-type: none"> Apr 30: Student Data due in TOPSPRO (Q3) 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 	

		<ul style="list-style-type: none"> • CFAD is due today in NOVA • Q3 is due by June 1st with a backup copy to John Werner • CTE has to be approved by the State by July 15th 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> • Upcoming Navigator Events <ul style="list-style-type: none"> ➤ May 2 Career Orientation Presentation at Dinuba HS ➤ May 2 Community Resource Fair ➤ May 2 Lindsay Open House ➤ May 2 Community Resource Fair in Lindsay ➤ May 4 PACT Meeting ➤ May 10 Employment Connection Cross-Training Session ➤ May 12 Big Interview Training • Reminder that Navigators are doing things • Jonna Schengel shared what Big Interview is and how they use it with their students <ul style="list-style-type: none"> ➤ Counselors are invited to attend the training along with anyone else they feel could benefit from learning about it 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> • CASAS Summer Institute 2023, June 12- 15, Hyatt Regency Orange County <ul style="list-style-type: none"> ➤ In-person Registration - \$680 ➤ Virtual Registration - \$500 	
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 ➤ 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 <ul style="list-style-type: none"> ▪ September 25, 2023 ▪ April 5, 2024 ➤ ABE/ASE <ul style="list-style-type: none"> ▪ TBD 	

		<ul style="list-style-type: none"> ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM • Asked sites to check and see if the above dates will work for them <ul style="list-style-type: none"> ➤ Bring back information to next meeting • Suggested that we should have training on how to run a meeting <ul style="list-style-type: none"> ➤ Teach how to table a question until meeting is over ➤ Need clarification how a meeting is handled ➤ Need to be led by teachers 	<ul style="list-style-type: none"> • Concerns to be brought up at next Leadership meeting
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"> • May 25, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Agenda topics <ul style="list-style-type: none"> ▪ Proposed dates for committee meetings <ul style="list-style-type: none"> ○ Vote and agree on so they can roll out to staff ▪ Back to School meeting for staff as a consortium 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> • Next meeting August 1, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS • Lindsay will not be able to attend 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:22am 	<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