

## SAEC Leadership Committee Meeting Minutes

May 20, 2021

1:00PM – 2:00PM

Chapala Grill, 5113 W. Goshen Ave., Visalia CA

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Adult School; Robert Gonzales, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Larriann Torrez, Tulare Adult School; 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 1:09pm 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>		
2	<b>Review and approval of Minutes from 05/04/21</b>	<ul style="list-style-type: none"> <li>● Approval of minutes from May 4, 2021</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve both minutes and notes by Larriann Torrez, Tulare Adult School</li> <li>● Seconded by Robert Gonzales, Cutler-Orosi Adult Education Center</li> </ul> Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ <b>Abstain:</b> No</li> <li>➤ Motion Carried</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● No comments</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>WIOA II – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>● WIOA II               <ul style="list-style-type: none"> <li>➤ Make sure you complete 4<sup>th</sup> quarter</li> <li>➤ Remind teachers to close everyone out</li> <li>➤ Due the end of June</li> <li>➤ Pay attention to what your additional dollars can be spent on</li> </ul> </li> </ul>	

4.2	<b>Perkins – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>➤ Still need budget information from schools</li> </ul>	
4.3	<b>Site visits for Amalia – John Werner</b>	<ul style="list-style-type: none"> <li>● Amalia would like to see night classes and how the program works <ul style="list-style-type: none"> <li>➤ Visalia – unless they are CTE they are not on campus</li> <li>➤ Tulare – will be offering classes from June 15 – July</li> </ul> </li> </ul>	
4.4	<b>SAEC Governance Documents – John Werner</b>	<ul style="list-style-type: none"> <li>● Need to send blackline copies to the Leadership Committee</li> </ul>	
4.5	<b>2021-2022 Fiscal Allocations – John Werner</b>	<ul style="list-style-type: none"> <li>● Adult school COLA is 1.7% while the school districts received a 5.07% <ul style="list-style-type: none"> <li>➤ CFAD will be based on 1.7% and if it changes we will do an amendment to the CFAD that was approved</li> </ul> </li> <li>● Final budget is current being worked on to be finalized in June <ul style="list-style-type: none"> <li>➤ Asking everyone to reach out to our state legislators</li> <li>➤ We are getting same as categorical funded groups but we are not categorical funded</li> </ul> </li> </ul>	
4.6	<b>News and Review Marketing Campaign</b>	<ul style="list-style-type: none"> <li>● We have received a cost savings of \$10,000 from News and Review because of changes in distributions</li> <li>● A campaign is being put together <ul style="list-style-type: none"> <li>➤ Producing and email that we can put out to our friends and partners</li> <li>➤ Should be ready in a week or two <ul style="list-style-type: none"> <li>▪ We will monitor how it lands in social media <ul style="list-style-type: none"> <li>● Currently we are putting together a list to help us with this</li> </ul> </li> </ul> </li> </ul> </li> <li>● They are still in need of missing pictures <ul style="list-style-type: none"> <li>➤ Currently working on this</li> </ul> </li> </ul>	
4.7	<b>Digital Badging – John Werner</b>	<ul style="list-style-type: none"> <li>● Still waiting for everyone to complete email that was sent out on digital badging survey that is requesting numbers <ul style="list-style-type: none"> <li>➤ We need this information to get a figure on how much it will cost to do digital badging</li> </ul> </li> <li>● Would like to at least get ESL started on digital badging</li> </ul>	
4.8	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>● Summer CASAS Institute <ul style="list-style-type: none"> <li>➤ Will be virtual</li> </ul> </li> <li>● South Valley Regional Adult Education Professional Development Event 2021-22 <ul style="list-style-type: none"> <li>○ August 10, 2021</li> <li>➤ <a href="#">Attendee Registration</a></li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ <a href="#">Presenter Registration</a></li> <li>➤ Will be virtual but will also record sessions</li> <li>➤ Will have 2 night sessions</li> <li>➤ Conference information will be on our website</li> <li>➤ If you know what your staff needs it would be a good idea to have someone present on it</li> <li>➤ Need sessions for classified staff</li> <li>➤ Navigators will do a session</li> </ul>	
4.9	<b>SAEC Adult Ed Navigator Position</b>	<ul style="list-style-type: none"> <li>● Currently flying a navigator position <ul style="list-style-type: none"> <li>➤ Open until 5/31/21</li> <li>➤ Has been shared on Facebook</li> </ul> </li> </ul>	
4.10	<b>Program Area Committee Meeting Dates – John Werner</b>	<ul style="list-style-type: none"> <li>● Reminder of Meetings <ul style="list-style-type: none"> <li>➤ ESL: TBD for 2021.2022</li> <li>➤ ABE/ASE: TBD for 2021.2022</li> <li>➤ AWD To be determined/as needed</li> </ul> </li> </ul>	
4.11	<b>SAEC Data Community of Practice Meeting Dates for each quarter</b>	<ul style="list-style-type: none"> <li>● Reminder of Meetings <ul style="list-style-type: none"> <li>➤ Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>▪ 07/15/21 and 07/22/21 (11:00pm – 12:00pm)</li> <li>▪ Multiple dates because people are on vacation. Only need to attend one of the dates</li> </ul> </li> </ul> </li> </ul>	
4.12	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>● <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> </ul>	
4.13	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 08/03/21 unless we need to meet sooner <ul style="list-style-type: none"> <li>➤ Potential dates June 24 and July 22</li> <li>➤ Meeting may or may not be in person</li> <li>➤ Watch emails</li> </ul> </li> </ul>	
4.14	<b>Next SAEC Board Meeting on 8.3.21</b>	<ul style="list-style-type: none"> <li>● Next meeting 08/03/21</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● NA</li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 1:42pm</li> </ul>	