

## SAEC Leadership Committee Meeting Notes

May 26, 2022

3:00PM-4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran 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; 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 3:07am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – No</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Did not have a quorum. Approval of Minutes will happen at the next Leadership Committee Meeting</li> <li>● Notes will be taken of today's meeting</li> </ul>	
3	<b>Public Comment</b>		
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>	
5	<b>Information Items</b>		
5.1	<b>SAEC Three Year Plan 2022.25 – John Werner</b>	<ul style="list-style-type: none"> <li>● NOVA process                             <ul style="list-style-type: none"> <li>➢ All superintendents have signed and submitted</li> </ul> </li> </ul>	
5.2	<b>SAEC Annual Plan 2022.23 NOVA Process 2022/23 – John Werner</b>	<ul style="list-style-type: none"> <li>● Template for annual plan has changed                             <ul style="list-style-type: none"> <li>➢ No PD on how to use it</li> <li>➢ John will take our 3-year plan and start writing it up in the template in NOVA                                     <ul style="list-style-type: none"> <li>▪ Individual schools will then write their annual plans   <ul style="list-style-type: none"> <li>○ Then build a budget around it</li> </ul> </li> </ul> </li> <li>➢ Due August 15, 2022</li> </ul> </li> </ul>	

5.3	<b>SAEC Governance Documents 2022/23 – John Werner</b>	<ul style="list-style-type: none"> <li>● Asked superintendents to hold off sending documents to LEA Boards <ul style="list-style-type: none"> <li>➢ COLA has changed and may change again</li> <li>➢ Want to take one set of documents to LEA Boards</li> </ul> </li> </ul>	
5.4	<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: <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> <li>➢ WIOA goes competitive again around the same time that schools will also be working on their individual annual plans</li> </ul> </li> <li>● A22 course approvals <ul style="list-style-type: none"> <li>➢ Should be approved by your school boards</li> <li>➢ It is an FPM requirement</li> <li>➢ If you have not change to the course you do not have to resubmit it again <ul style="list-style-type: none"> <li>▪ Just submit the ones you have changed</li> </ul> </li> <li>➢ Will put the due date on the PD calendar for May 15, 2022</li> </ul> </li> </ul>	
5.5	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Edgenuity (Imagine Learning) <ul style="list-style-type: none"> <li>➢ Discussion on counting idle hours</li> </ul> </li> <li>● Confirmed that everyone is processing their contract with Edgenuity</li> <li>● Plagiarism checking feature <ul style="list-style-type: none"> <li>➢ Easy to use so do not need to use a PD on it</li> </ul> </li> </ul>	
5.6	<b>Tony Moore Speaks Project Discussion – John Werner</b>	<ul style="list-style-type: none"> <li>● John Werner would like to push this back a little bit <ul style="list-style-type: none"> <li>➢ Might have more success in with superintendents participating in October</li> <li>➢ May want to schedule it in a SAEC Board meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● May need to check to see when Tony Moore is available</li> </ul>
5.7	<b>2022.23 SAEC Back to School Professional Development Summit</b>	<ul style="list-style-type: none"> <li>● SAEC PD calendar is being updated for next fiscal year</li> <li>● Back to school professional development discussion <ul style="list-style-type: none"> <li>➢ Theme: Adult Ed is the Key in 23</li> <li>➢ Would like to call it a Summit vs Professional Development</li> <li>➢ Possible dates <ul style="list-style-type: none"> <li>▪ Evening staff – August 18<sup>th</sup> from 4:30pm – 7:30pm</li> <li>▪ Day staff – August 26<sup>th</sup> from 8:30am – 11:30am</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● John will meet with a breakout group to discuss what PD topics will be presented</li> </ul>

<p>5.8</p>	<p><b>Reminders – John Werner</b></p>	<ul style="list-style-type: none"> <li>● Member Effectiveness Reports Possible Schedule for 2022.23 fiscal year <ul style="list-style-type: none"> <li>➤ October 2022 – SAEC Report: Enrollment</li> <li>➤ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult</li> <li>➤ December 2022 – Visalia Adult, Corcoran Adult</li> <li>➤ February 2023 – College of the Sequoias, Lindsay Adult</li> <li>➤ March 2023 – Cutler-Orosi, Farmersville</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>▪ October 3, 2022</li> <li>▪ January 20, 2023</li> <li>▪ April 3, 2023 (TBD)</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ September 26, 2022</li> <li>▪ October 31, 2022</li> <li>▪ February 27, 2023</li> <li>▪ April 24, 2023</li> </ul> </li> <li>➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ September 30, 2022</li> <li>▪ November 5, 2022</li> <li>▪ February 10, 2023</li> <li>▪ April 21, 2023 (TBD)</li> </ul> </li> </ul> </li>   <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➤ Q4: 06.30.22 @ 11:00am and/or 07.08.22 @ 11:00am</li> <li>➤ 2022.23 Meeting Dates <ul style="list-style-type: none"> <li>➤ Q1: 10.21.22 @ 2:15PM</li> <li>➤ Q2: 01.20.23 @ 11:00AM</li> <li>➤ Q3: 04.21.23 @ 11:00AM</li> <li>➤ Q4: 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li>   <li>● Data Community of Practice <ul style="list-style-type: none"> <li>➤ Time will be at 2:15 for Q1 on 10.21.22 because John has another appointment</li> <li>➤ Marketing to invite the super region consortiums to these meetings</li> </ul> </li> </ul>	
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5.9	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 06/23/22 at 3:00 – 4:30pm <ul style="list-style-type: none"> <li>➢ Agenda topics: <ul style="list-style-type: none"> <li>▪ 2022.23 State Budget Update and Final Allocations</li> <li>▪ 2022.23 SAEC Back to School Professional Development Summit</li> <li>▪ Status check on Edgenuity contracts</li> <li>▪ Status check on MOU and SAEC Governance Doc local action</li> <li>▪ Review deliverable due dates</li> <li>▪ Review 2022.23 annual plan process (consortium and members submit)</li> <li>▪ Review submission of Program Area Report for 2021.22 Fiscal Year (submit in September)</li> </ul> </li> </ul> </li> <li>● Discussion on cancelling the June 23<sup>rd</sup> meeting since there are no major decisions to be made <ul style="list-style-type: none"> <li>➢ Everyone in attendance agreed to cancel this meeting</li> <li>➢ Next meeting will be July 21, 2022</li> </ul> </li> <li>● August 2<sup>nd</sup> meeting will be in person <ul style="list-style-type: none"> <li>➢ Will need parking passes and rooms reserved</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 08/02/2022 <ul style="list-style-type: none"> <li>➢ This will be an in-person meeting</li> <li>➢ Agenda topics: <ul style="list-style-type: none"> <li>▪ Co-chair selection <ul style="list-style-type: none"> <li>○ Brent Calvin and Yolanda Valdez have been on it for 2 years</li> </ul> </li> <li>▪ SAEC 2022.23 Annual Plan (Action Item)</li> <li>▪ SAEC MOU 2022.23 Amendment (pending COLA revise)</li> <li>▪ SAEC 2022.23 Allocation Amendment (pending COLA revise)</li> <li>▪ Sunrise SAEC Member Effectiveness Reports for 2022.23 cycle <ul style="list-style-type: none"> <li>○ Start with SAEC Report on Consortium Effectiveness in Oct</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 4:30pm</li> </ul>	