

## SAEC Leadership Committee Meeting Minutes

July 21, 2022

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; Ryan Waters, 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 3:10pm by John Werner</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>● Everyone introduced themselves</li> </ul>	
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 05.03.22 and Notes from 05.26.22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Amalia Lopez, Lindsay Adult School</li> <li>● Abstained:</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Abstained:</b> None</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>		
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
5	<b>Information Items</b>		
5.1	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Amended 2022.23 CFAD               <ul style="list-style-type: none"> <li>➢ Submitted in NOVA</li> <li>➢ Pending Rep Approvals</li> <li>➢ CAEP received final cola of 6.56 with the May revised</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>● Amended SAEC 2022.25 MOU <ul style="list-style-type: none"> <li>➢ Contains revised beneficiary district and SAEC office amounts</li> <li>➢ Has been loaded in NOVA</li> <li>➢ Wait until August 2<sup>nd</sup> to take to your local LEA's</li> <li>➢ Superintendents need to approve amended CFAD immediately</li> </ul> </li>   <li>● SAEC Report on Consortium Governance <ul style="list-style-type: none"> <li>➢ Has not gone to local LEA's yet because we knew the COLA would change</li> <li>➢ This will be given to everyone by email after August 2, 2022</li> </ul> </li>   <li>● SAEC Annual Plan 2022.23 NOVA Process <ul style="list-style-type: none"> <li>➢ Have to submit this in NOVA <ul style="list-style-type: none"> <li>▪ Still working on it but will be ready by SAEC Board meeting</li> </ul> </li> <li>➢ Due date is mid-September so we will do a sunrise at the August SAEC Board meeting and vote on it at the September SAEC Board meeting</li> <li>➢ Once Board approved it will trigger NOVA to open member annual plan <ul style="list-style-type: none"> <li>▪ You will go in and check boxes</li> </ul> </li> </ul> </li> </ul>	
5.2	<b>Deliverables &amp; Updates – John Werner</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➢ Deliverables on Q4 are completed</li> </ul> </li>   <li>● RFA <ul style="list-style-type: none"> <li>➢ Everyone will need to reapply</li> <li>➢ Starts with pre-application and then in August you will know if you can apply</li> <li>➢ Mitch Rosin will be helping everyone with this</li> <li>➢ Considerations to not change much from implementation to implementation <ul style="list-style-type: none"> <li>▪ Use what you did last time</li> <li>▪ It is a 4-year implementation instead of a 3-year</li> <li>▪ You will have to pay attention to this to help Mitch write it up the way you want it</li> </ul> </li> </ul> </li>   <li>● CAEP Quarter 4 Fiscal Reports and Student Data Reminder <ul style="list-style-type: none"> <li>➢ It is all due</li> <li>➢ Program hours and expenditure report in NOVA will be due in September</li> </ul> </li> </ul>	

5.3	<b>Curriculum – John Werner</b>	<ul style="list-style-type: none"> <li>● Edgenuity Contract Status update <ul style="list-style-type: none"> <li>➢ Courses have been updated and are in the sand box</li> <li>➢ Hopefully everyone has processed their contracts with Edgenuity <ul style="list-style-type: none"> <li>▪ If not or having problems contact John Werner</li> <li>▪ Start saving money for 3 years from now when contracts are due again</li> </ul> </li> </ul> </li> </ul>	
5.4	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>● SAEC Professional Development <ul style="list-style-type: none"> <li>➢ Conducted a needs survey that was completed by administration</li> <li>➢ We will have a more complete write up of all the sessions by next Thursday</li> <li>➢ Once John has all descriptions and titles he will get it out to everyone</li> <li>➢ Planning on 2 half day sessions</li> <li>➢ Both the evening and day session will be done by zoom and should be recorded</li> <li>➢ Will ask for feedback evaluation forms from everyone (required) <ul style="list-style-type: none"> <li>▪ There will be 8 sessions</li> <li>▪ Asking presenters to print out list of who attends</li> </ul> </li> <li>➢ August 8, 2022 will start at 4:30pm</li> <li>➢ August 26, 2022 will start at 8:30am with the first session at 8:55am</li> <li>➢ Participation registration form will be available as well as a Presenter registration form</li> <li>➢ Want to email blast everyone. Leadership will need to get it out to all their staff</li> </ul> </li> </ul>	
5.5	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>● This will be set up with the State of the Consortium report <ul style="list-style-type: none"> <li>➢ We will dive deeper on the student performance metric data</li> <li>➢ Current lineup of Member Effectiveness Reports <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> </ul> </li> </ul>	
5.6	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> <li>➢ ESL – Carmen Becerra <ul style="list-style-type: none"> <li>▪ October 3, 2022 1:30PM - 3:00PM</li> <li>▪ January 20, 2023 1:30PM - 3:00PM</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ April 17, 2023 1:30PM - 3:00PM</li> <li>➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> <li>▪ September 26, 2022 1:00PM - 3:00PM</li> <li>▪ October 31, 2022 1:00PM - 3:00PM</li> <li>▪ February 27, 2023 1:00PM - 3:00PM</li> <li>▪ April 24, 2023 1:00PM - 3:00PM</li> </ul> </li> <li>➤ AWD– TBD <ul style="list-style-type: none"> <li>▪ September 30, 2022 1:00PM-3:00PM</li> <li>▪ November 4, 2022 1:00PM-3:00PM (TBD)</li> <li>▪ February 10, 2023 1:00PM-3:00PM</li> <li>▪ April 21, 2023 1:00PM-3:00PM</li> </ul> </li> <li>● Down to 2 Navigators, will re-fly Sylvia’s position <ul style="list-style-type: none"> <li>➤ Would like to eventually change titles of all Navigators to Adult Education Navigators</li> </ul> </li> </ul>	
5.7	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <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> </ul>	
5.8	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>● August 2, 2022 at 9:15am <ul style="list-style-type: none"> <li>➤ Meeting will be in person at COS, Sequoias Room 1</li> </ul> </li> </ul>	
5.9	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting August 2, 2022 at 8:00am <ul style="list-style-type: none"> <li>➤ Agenda topics <ul style="list-style-type: none"> <li>▪ Board Co-Chair Selection (Double check are Brent and Yolanda on Year 1 of 2)</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 3:59pm</li></ul>	<ul style="list-style-type: none"><li>● Motioned to adjourn by Jonna Schengel, College of the Sequoias</li><li>● Seconded by Erika DeLaCruz, Farmersville Adult School</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>
---	--------------------	---	---