

SAEC Leadership Committee Meeting Minutes

August 2, 2022

9:15AM-10:15AM

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; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 9:20am by John Werner 	
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 07/21/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult Education Center ● Seconded by Tami Olson, Visalia Adult School ● Abstained: ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: None ➢ Opposed: None ➢ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the Month of August – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the month of August, if allowed 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Victoria Guzman, Cutler-Orosi Adult Education Center ● Abstained: ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: None

			<ul style="list-style-type: none"> ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC office will send out a copy of the Governance Documents along with the MOU, with clear instructions for Superintendents, Principals and Secretaries <ul style="list-style-type: none"> ➤ SAEC Report on Governance Document: <ul style="list-style-type: none"> ▪ Your LEA board must approve along with the MOU ▪ Member representative signs document (Superintendent) ➤ SAEC Memorandum of Understanding: <ul style="list-style-type: none"> ▪ Your LEA board must approve it along with the SAEC Report on Governance ▪ Member representative (Superintendent) and your Board President needs to sign it ● If you need John to attend your Board meeting to explain anything he will be happy to do it 	
5.2	Discussions	<ul style="list-style-type: none"> ● Retreat for administrators <ul style="list-style-type: none"> ➤ Work on WIOA, Annual Plan and more ➤ Agenda and overview will be created by John ➤ John Werner will look into it 	
5.3	Deliverables & Updates – John Werner	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Talked about WIOA Title II 243 compliance <ul style="list-style-type: none"> ▪ Items we need to think about as we talk with Mitch ➤ We have asked for an extension on the reimbursement report for Farmersville Adult School 	
5.4	Curriculum – John Werner	<ul style="list-style-type: none"> ● Edgenuity Contract Status update <ul style="list-style-type: none"> ➤ Courses have been updated and are in the sand box ➤ If you need help contact Diane Townsend ➤ Archive what you do not use <ul style="list-style-type: none"> ▪ Make sure you do not have any students working on them before archiving 	
5.5	Professional Development – John Werner	<ul style="list-style-type: none"> ● SAEC Professional Development <ul style="list-style-type: none"> ➤ Need to work on schedule for presenters ➤ Once scheduled we will publish everything to our website ➤ Emails will need to be pushed out to your staff ➤ Attendance and evaluations will be available to confirm who has 	

		<ul style="list-style-type: none"> attended <ul style="list-style-type: none"> ▪ Will ask for feedback evaluation forms from everyone (required) ▪ Asking presenters to print out list of who attends ➤ August 8, 2022 will start at 4:30pm ➤ August 26, 2022 will start at 8:30am with the first session at 8:55am 	
5.6	Member Effectiveness Reports	<ul style="list-style-type: none"> • Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ➤ October 2022 – SAEC Report: Enrollment ➤ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ December 2022 – Visalia Adult, Corcoran Adult ➤ February 2023 – College of the Sequoias, Lindsay Adult ➤ March 2023 – Cutler-Orosi, Farmersville • The SAEC Board asked if we could do one school per meeting <ul style="list-style-type: none"> ➤ It was determined that this would not be possible 	
5.7	Program Area Governance Committees	<ul style="list-style-type: none"> • Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 3, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ October 31, 2022 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ November 4, 2022 1:00PM-3:00PM (TBD) ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	<ul style="list-style-type: none"> • John Werner will confirm that these meetings can still be done virtually

5.8	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 	
5.9	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● August 25, 2022 at 3:00pm <ul style="list-style-type: none"> ➤ Meeting will be virtual unless we are not allowed to do this 	
5.10	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting September 6, 2022 at 8:00am 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:30am 	<ul style="list-style-type: none"> ● Motioned to adjourn by Brian Brazier, Corcoran Adult School ● Seconded by Erika DeLaCruz, Farmersville Adult School ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried