

SAEC Leadership Committee Meeting Minutes

August 20, 2024

9:45 AM – 11:45 AM

COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Victoria Guzman, Cutler-Orosi Adult School; LaDonna Jones, SAEC; Tami Olson, Visalia Adult School; Arturo Villareal, Farmersville Adult School; John Werner, SAEC

| | Discussion Topic | Outcome | Action |
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| 1 | Opening Business | | |
| 1.1 | Call to order | <ul style="list-style-type: none"> ● Called to order at 9:45 AM | |
| 1.3 | Welcome and Introductions | <ul style="list-style-type: none"> ● SAEC Senior Admin Assistant, LaDonna Jones, Randy Clem | |
| 2 | Approval of Minutes/Notes | Minutes from 08/6/24 | Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: None ➤ Motion Carried |
| 3 | Public Comment | None | |
| 4 | Action Items | NA | |
| 5 | Information Items | | |
| 5.1 | HSD Graduation Requirements – John Werner | <ul style="list-style-type: none"> ● LEA concern of Adult Ed HSD programs recruiting k-12 comprehensive HS students <ul style="list-style-type: none"> ➤ Adult Schools looked at data and we only had 6 students that left traditional high schools to go to adult schools and many had other reasons. ie. SPED, VCIS, Learn for Life Charter ➤ Tami has sample policy language that will alleviate this fear. | <ul style="list-style-type: none"> ● John will talk to board members about this incorrect perception. The data shows this is not happening. |
| 5.2 | Marketing and Outreach – John Werner | <ul style="list-style-type: none"> ● Contracting with KMPH <ul style="list-style-type: none"> ➤ \$2500 - \$3000 per member to run for 6 months. Will be a 12 month contract ➤ Separate invoices will be sent to each school as their own line item. <ul style="list-style-type: none"> ▪ Similar to how Tami structured the Momentum Radio contract | <ul style="list-style-type: none"> ● John will make an Action Item for SAEC Board Meeting on August 20. |

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| 5.3 | SierraSan Joaquin Jobs (S2J2) | <ul style="list-style-type: none"> ● New Workforce Development and Core Partner Grant <ul style="list-style-type: none"> ➢ Formerly Economic Resiliency Fund ➢ We applied with WIBs of Tulare, Madera, Fresno and Kings Counties ➢ Currently in year 3 of \$25 million ● AE role is to help design a future better workforce training program to meet regional need | |
| 5.4 | 2024/2025 Governance Docs | <ul style="list-style-type: none"> ● The amended MOU in Google Drive ● Report of Consortium Governance is updated and ready for board approval ● Consortium Allocation is amended in NOVA | <ul style="list-style-type: none"> ● John is taking it to the SAEC Board for approval on Aug 20. |
| 5.5 | 2024-27 Three Year Plan | <ul style="list-style-type: none"> ● The template is going out but no guidance has been given yet. <ul style="list-style-type: none"> ➢ There will be a quick deadline once guidance is given. | |
| 5.6 | SAEC Annual Plan 2024.25 | <ul style="list-style-type: none"> ● Review Strategies in NOVA <ul style="list-style-type: none"> ➢ Look at Long-Term Outcomes (3-5 years) | <ul style="list-style-type: none"> ● John will develop individual plans once approved by SAEC board on August 20. |
| 5.7 | Deliverables and Updates –John Werner | <ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➢ WIOA Adult Education Personnel Information (07.15.24) ➢ WIOA end-of-Year Data, TOPSpro Enterprise (07.15.24) ➢ WIOA II Employment and Earnings Follow-up Survey (07.15.24) ➢ WIOA II End-of-Year Certification Letter (07.15.24) ➢ WIOA II End-of-Year Data Integrity Report (07.15.24) ➢ WIOA II Payment Points Summary Report (07.15.24) ● CAEP <ul style="list-style-type: none"> ➢ July 15: Student Date due in TOPSPro (Q4) FINAL ➢ Aug 15: Annual Plan for 2024-25 due in NOVA ➢ Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4) ➢ Sep 1: 24/25 Certification of Allocation Amendment due in NOVA ➢ Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) ➢ Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA ➢ Sept 30: End of Q1 | |
| 5.8 | RISDIS – John Werner | <ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➢ August 10: Backpack Giveaway (Cutler-Orosi) - Lopez & Becerra ➢ Sept 9-12: Academic & Career Coaching for Student Success (9:00AM- 12:00PM) - Lopez | |

5.9

Professional Development– John Werner

- CAEP Consortium Management Series
 - <https://register.caladulted.org/>
- CAEP Technical Assistance Project (TAP) Events
 - August 29, 2024
 - [Teacher Portal for Teachers](#)
 - 11:00 AM - 8/29/2024
 - September 12, 2024
 - [Overview: TOPSpro Enterprise \(TE\) - 9/2024](#)
 - 11:00 AM - 9/12/2024
 - September 20, 2024
 - [2024 PD for New Consortium Leads and Administrators](#)
 - 9:00 AM - 9/20/2024
 - September 26, 2024
 - [CAEP Consortium Directors' Event 2024](#)
 - 1:00 PM - 9/26/2024
 - September 27, 2024
 - [CAEP Consortium Directors' Event 2024](#)
 - 8:30 AM - 9/27/2024
- Advancing Adult Education Website
 - <https://caladulted.org/Practice>
- Innovators by Design 2024
 - Wednesday, October 7, 2024, 8:00am - 2:00pm
- WIOA II from Portia LaFerla, plaferla@casas.org
 - Upcoming meetings w/links

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| August 07, 2024 | 01:00 PM | California Statewide WIOA II Network Meeting |
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| August 09, 2024 | 09:00 AM | California TE Network Meeting |
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| August 20, 2024 | 02:00 PM | California WIOA, Title II: AEFLA Network Meeting - Central Valley, Kern, and Stanislaus Regions |
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| | | <p>August 23, 2024 09:30 AM California WIOA, Title II: AEFLA Network Meeting - Orange County, San Diego & Imperial</p> | |
| 5.10 | Member Effectiveness Reports | <ul style="list-style-type: none"> ● Schedule for 2024-2025 <ul style="list-style-type: none"> ➢ October 2024 - SAEC Report: Enrollment and NIF Report by Navigators ➢ November 2024 - SAEC Report Outcomes, Hanford Adult, Tulare Adult ➢ February 2025 - Corcoran Adult, Lindsay Adult, Visalia Adult ➢ April 2025 - College of the Sequoias, Cutler-Orosi, Farmersville | |
| 5.11 | Program Area Governance Committees | <ul style="list-style-type: none"> ● Program Area Committee meeting dates <ul style="list-style-type: none"> ➢ ESL <ul style="list-style-type: none"> ▪ September 27, 2024 1:30 - 3:00PM ▪ April 4, 2025 1:30 - 3:00PM ➢ ABE/ASE <ul style="list-style-type: none"> ▪ September 9, 2024 1:30 – 3:00PM ▪ April 7, 2025 1:30 – 3:00PM ➢ AWD <ul style="list-style-type: none"> ▪ September 20, 2024 1:30 – 3:00PM ▪ April 18, 2024 1:30 – 3:00PM ● Leadership Committee would like to keep the Committee meetings at Tulare Connections <ul style="list-style-type: none"> ➢ It is a central point | |
| 5.12 | SAEC Data Community of Practice | <ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates (Virtual): <ul style="list-style-type: none"> ➢ 2023.24 Meeting Dates: ➢ Q1 10.17.24 @ 11:00AM ➢ Q2 01.17.25 @ 11:00AM ➢ Q3 04.18.25 @ 11:00AM ➢ Q4 06.27.25 @ 11:00AM (option 1) ➢ Q4 07.03.25 @ 11:00AM (option 2) | |
| 5.13 | Next Leadership Committee Meeting Agenda – John Werner | <ul style="list-style-type: none"> ● October 1, 2024 at 9:45AM at COS <ul style="list-style-type: none"> ➢ In person meeting at COS | |

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| 5.14 | Next SAEC Board Meeting | <ul style="list-style-type: none">• Next meeting October 1, 2024 at 8:00 – 9:30AM<ul style="list-style-type: none">➤ In person meeting at COS | |
| 5.15 | Adjournment | <ul style="list-style-type: none">• Meeting adjourned at 11:45AM | |