

SAEC Leadership Committee Meeting Minutes

August 24, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torres, Porterville Adult School; Art Villarreal, Farmersville Adult School; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 3:04 pm	
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">Minutes from 05/02/2023 and Notes from 08/01/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Tami Olson, Visalia Adult SchoolSeconded by Victoria Guzman, Cutler-Orosi Adult SchoolAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none">No Comments	
4	Action Items	<ul style="list-style-type: none">No Action Items	
5	Information Items		
5.1	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none">WIOA Title II and CAEP<ul style="list-style-type: none">➤ All due dates are in the SAEC PD calendar	
5.2	RISDIS – John Werner	<ul style="list-style-type: none">Request of reclassification of Navigators by CSEA<ul style="list-style-type: none">➤ Currently operating under a MOU to have positions sanctified as real positions➤ Looking at range changes➤ Sunrising information with Leadership Committee	

		<ul style="list-style-type: none"> Upcoming Navigator Events <ul style="list-style-type: none"> ➤ Reminder to look at agenda for the events that the Navigators will be involved with ➤ Agenda shows that the Navigators are all out in the community doing work for the schools <ul style="list-style-type: none"> ▪ Events are about connecting students to your school 	
5.3	Professional Development– John Werner	<ul style="list-style-type: none"> CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulted.org/ Registration for the CAEP Summit 2023 is open <ul style="list-style-type: none"> ➤ https://summit.caladulted.org/Registration/ Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulted.org/Practice SAEC Summit (August 17th and 25th) <ul style="list-style-type: none"> ➤ Attendee registration link is up and running Innovators by Design <ul style="list-style-type: none"> ➤ We have 2 tables with open seats available for anyone that is interested in going CCAE Central Section Conference <ul style="list-style-type: none"> ➤ November 3, 2023 ➤ There is no way to register for this yet 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana - 2026 	
5.4	Member Effectiveness Reports	<ul style="list-style-type: none"> Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators <ul style="list-style-type: none"> ▪ John Werner is asking for data information from everyone ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	

5.5	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 25, 2023 1:00PM-3:00PM April 5, 2024 1:00PM-3:00PM ABE/ASE <ul style="list-style-type: none"> September 11, 2023 1:00PM-3:00PM April 8, 2024 1:00PM-3:00PM AWD <ul style="list-style-type: none"> September 19, 2023 1:00PM-3:00PM April 19, 2024 1:00PM-3:00PM Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> 3249 W. Noble Administrators are welcomed to attend 	
5.6	SAEC Data Community of Practice	<ul style="list-style-type: none"> SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> 2023.24 Meeting Dates: <ul style="list-style-type: none"> Q1 10.20.23 @ 11:00AM Q2 01.19.24 @ 11:00AM Q3 04.19.24 @ 11:00AM Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM 	
5.7	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> September 21, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> Virtual Meeting Agenda topics 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting October 3, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> In person meeting at COS Remind Superintendents they need to be there 	
6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 4:12pm 	<ul style="list-style-type: none"> Motioned to adjourn meeting by Tami Olson, Visalia Adult School Seconded by Brian Brazier, Corcoran Adult School Abstained: None Vote: <ul style="list-style-type: none"> Approve: All Opposed: None Motion Carried