

SAEC Leadership Committee Meeting Minutes

August 26 2021

3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler Adult Education; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:07pm by Jonna Schengel 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established - Yes 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 08/03/21	<ul style="list-style-type: none"> ● Approval of minutes from August 03, 2021 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No comments 	
4	Information Items		
4.1	WIOA II – John Werner	<ul style="list-style-type: none"> ● Check WIOA RFA and make sure you follow what you want to do in order to not slide out of compliance ● WIOA budget to be submitted by August 30th 	
4.2	2020.21 Q4 Fiscal Reporting	<ul style="list-style-type: none"> ● Quarter 3 is in NOVA and has been submitted <ul style="list-style-type: none"> ➤ Send back up copy to John Werner ● Quarter 4 is for the whole fiscal year 	

4.3	2021.22 CAEP Budget and Workplan Development – John Werner	<ul style="list-style-type: none"> ● Quarter 1 is coming up <ul style="list-style-type: none"> ➢ Can't do it until your budget is submitted in NOVA ➢ If you have questions contact John Werner ➢ Make sure you have all your income sources inputted 	
4.4	Member Effectiveness Report – John Werner	<ul style="list-style-type: none"> ● Ask SAEC Board what they would like to hear from each school <ul style="list-style-type: none"> ➢ Will refine information in our Leadership meeting ➢ Program area hours are the instructional hours ● Possible schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➢ November 2021 – Tulare Adult, Hanford Adult ➢ December 2021 – Visalia Adult, Corcoran Adult ➢ February 2022 – College of the Sequoias, Lindsay Adult ➢ March 2022 – Cutler-Orosi, Farmersville 	
4.5	Digital Badging – John Werner	<ul style="list-style-type: none"> ● Need to know how many ESL students each site had last year and what you think it will be this year ● John Werner shared what digital badging is for our new leadership committee members 	
4.6	Professional Development – Johnna Schengel	<ul style="list-style-type: none"> ● South Valley Regional Adult Education Professional Development Event 2021-2022 <ul style="list-style-type: none"> ➢ Visalia Adult Reviews <ul style="list-style-type: none"> ▪ Had session pertaining specifically to teachers departments ▪ Like that it was broken up ▪ Sessions were a little too long ▪ Evening was not successful <ul style="list-style-type: none"> ○ Need to figure out how to engage evening staff ▪ Opening session had good reviews ➢ Cutler-Orosi Reviews <ul style="list-style-type: none"> ▪ Was the first day of school for teachers. Can it be done sooner? ➢ Tulare Adult Reviews <ul style="list-style-type: none"> ▪ Did not shut down office so it was hard for staff to attend ▪ Would like to see it done in person ▪ Too close to the first day of school ▪ Teachers enjoyed it ➢ Using website seem to work ➢ John Werner <ul style="list-style-type: none"> ▪ Content was good ▪ Lots of sessions ▪ Need to find a way to get creative to make it easier for more 	

		<ul style="list-style-type: none"> people to attend <ul style="list-style-type: none"> ➤ Barbara Marshall <ul style="list-style-type: none"> ▪ Really enjoyed the sessions for classified staff 	
4.7	SAEC Adult Ed Navigators – John Werner	<ul style="list-style-type: none"> ● New Navigator is Sylvia Perez <ul style="list-style-type: none"> ➤ Sperez03@vusd.org ➤ 559-280-6891 ➤ Primary site VAS programs 	
4.8	SAEC Adult Ed Navigators Fall 2021-2022 Schedules – John Werner	<ul style="list-style-type: none"> ● Navigator schedules were handed out to leadership <ul style="list-style-type: none"> ➤ If any problems they will follow up with John Werner 	
4.9	ARPA: Good Jobs Challenge – Jonna Schengel	<ul style="list-style-type: none"> ● 	
4.10	Individual Learning Plans sub-committee formation - Lead	<ul style="list-style-type: none"> ● Tabled for next meeting 	
4.11	Program Area Committee Meeting Dates – John Werner	<ul style="list-style-type: none"> ● Reminder of Meetings <ul style="list-style-type: none"> ➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> ▪ October 1, 2021 ▪ December 3, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➤ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> ▪ Merge with Tulare-Kings LPA ▪ 9//30/20: 9:00am – 10:30am ➤ CNA Taskforce Committee: (Maribel Delgado) ● We want the teachers to be able to attend these meetings. <ul style="list-style-type: none"> ➤ Cutler-Orosi put a freeze on using substitutes so teachers may not be able to attend 	
4.12	SAEC Data Community of	<ul style="list-style-type: none"> ● Reminder of Meetings (Virtual) <ul style="list-style-type: none"> ➤ Data Community of Practice meeting dates 	

	Practice Meeting Dates for each quarter	<ul style="list-style-type: none"> ▪ Q1: 10.22.21 @ 11:00am ▪ Q2: 01.21.22 @ 11:00am ▪ Q3: 04.29.22 @11:00am ▪ Q4: 07.08.22 @ 11:00am <p>➤ For lead management and data person</p>	
4.13	CAEP Data and Reporting Tool – John Werner	<ul style="list-style-type: none"> ● https://resources.caladulthood.org/data-reporting-tool <ul style="list-style-type: none"> ➤ It is a handy tool on the website 	
4.14	Due Dates – John Werner	<ul style="list-style-type: none"> ● https://caladulthood.org/DueDates 	
4.15	Next Leadership Committee Meeting Agenda – Jonna Schengel	<ul style="list-style-type: none"> ● Next meeting will be 09/07/21 at 9:15am <ul style="list-style-type: none"> ➤ Virtual meeting 	
4.14	Next SAEC Board Meeting on 9.07.21	<ul style="list-style-type: none"> ● Next meeting 09/07/2021 <ul style="list-style-type: none"> ➤ Virtual meeting ● John Werner will recommend to the SAEC Board that we do virtual meetings for the rest of the year 	
5	Action Items	N/A	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:02pm 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried