

SAEC Leadership Committee Meeting Minutes

September 6, 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; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Rocio Vasquez, Lindsay 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 9:17am by Heather Keran 	
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 08/25/22 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Amalia Lopez, Lindsay Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the September 22 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the September 22, 2022 ● Discussion <ul style="list-style-type: none"> ➢ John Werner and Heather Keran cannot attend the afternoon meeting <ul style="list-style-type: none"> ▪ Meeting to move to 8:00am on September 22nd ▪ Victoria Guzman asked to have the meeting recorded 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 09/22/22 with the time change to 8:00am by Amalia Lopez, Lindsay Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All

			<ul style="list-style-type: none"> ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> ● Amended SAEC 2022.25 MOU Status <ul style="list-style-type: none"> ➤ SAEC Board Action: Approved on 08/02/22 ➤ Asked to give signature page to Barbara Marshall as soon as it is approved by their LEA's <ul style="list-style-type: none"> ▪ Will send signed MOU to everyone when they have been received ● Amended SAEC 2022.25 Governance Documents Update <ul style="list-style-type: none"> ➤ SAEC Board Action: Approved May 2022 ➤ Asked to give signature page to Barbara Marshall as soon as it is approved by their LEA's <ul style="list-style-type: none"> ▪ Will send signed Governance Documents to everyone when they have been received ● SAEC Annual Plan <ul style="list-style-type: none"> ➤ Due 09/30/22 ➤ SAEC Board Action: Approved 09/06/22 <ul style="list-style-type: none"> ▪ SAEC Member Reps will go into NOVA to approve ➤ Leadership can go into NOVA to access it <ul style="list-style-type: none"> ▪ Discussion on NOVA submission ▪ Proof read and get back to John Werner on any changes that may need to be done 	
5.2	Deliverables & Updates – John Werner	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Sent Mitch copies of the data tables you use for the DoE ➤ Wondering if anyone is interested in a work session <ul style="list-style-type: none"> ▪ John Werner can contact Mitch to see if he can meet with individuals ● CAEP Program Hours and Expenditure Report is due September 1st 	
5.3	Professional Development – John Werner	<ul style="list-style-type: none"> ● SAEC 2022/23 Professional Development Summit <ul style="list-style-type: none"> ➤ Recordings and handouts are on the SAEC website ➤ Showed everyone attendance for each session <ul style="list-style-type: none"> ▪ No shows for Hyflex and Edgenuity sessions <ul style="list-style-type: none"> ○ May do Edgenuity with one of our own next year on our own ○ Hyflex is a big deal in the bigger schools but not necessarily with our teachers ➤ Session evaluations 	

		<ul style="list-style-type: none"> ▪ These are on a spread sheet that can be filtered by agency names to see who attended ▪ Comments were pretty good ➤ Would like to do this Summit next year in person instead of virtually <ul style="list-style-type: none"> ▪ Attendees are more apt to absorb it ▪ It would be helpful for teachers to connect to compare and share ▪ Possibility of shutting down classes to attend the even ▪ Could hold it at Connections which has a great big room and many smaller rooms <ul style="list-style-type: none"> ○ All one-stops are housed there in case of questions regarding resources 	
5.4	Conferences – John Werner	<ul style="list-style-type: none"> ● CCAE Central Section 2022.23 Winter Conference <ul style="list-style-type: none"> ➤ This will be at Bakersfield Adult School on November 4, 2022 <ul style="list-style-type: none"> ▪ Registration link is pending ▪ Will be Hybrid (in person and virtual) ● CAEAA State Conference <ul style="list-style-type: none"> ➤ February 2, 2023 – Virtual ● COABE National Conference <ul style="list-style-type: none"> ➤ April 2-5, 2023 in Atlanta Georgia 	
5.5	RISDS Staffing Update – John Werner	<ul style="list-style-type: none"> ● Carmen Becerra is no longer the ESL Navigator <ul style="list-style-type: none"> ➤ She is the General Adult School Navigator ➤ Majority of her time will be at Visalia Adult, Jail program, Exeter and a piece of Farmersville 	
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 ● Starts in November <ul style="list-style-type: none"> ➤ Will update slide deck to give to everyone ➤ Fiscal report will be rolled into October’s meeting 	
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 	

		<ul style="list-style-type: none"> ▪ 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 	
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"> • September 22, 2022 at 8:00am <ul style="list-style-type: none"> ➤ Virtual meeting 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> • Next meeting October 4, 2022 at 8:00am <ul style="list-style-type: none"> ➤ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:43am 	<ul style="list-style-type: none"> • Motioned to adjourn by Erika DeLaCruz, Farmersville Adult School • Seconded by Tami Olson, Visalia Adult School • Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried