

SAEC Leadership Committee Meeting Minutes

September 7 2021

9:15AM – 10:15AM

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; 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; 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 9:20am by Heather Keran 	
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 08/26/21	<ul style="list-style-type: none"> ● Approval of minutes from August 26, 2021 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Jonna Schengel, College of the Sequoias ● Seconded by Tami Olson, Visalia Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All except for one abstain ➢ Opposed: None ➢ Abstain: Heather Keran ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No comments 	
4	Information Items		
4.1	WIOA II – Heather Keran	<ul style="list-style-type: none"> ● Mini grant notification of GAN <ul style="list-style-type: none"> ➢ If you have incorrect information they are kicking it back but you have time to fix and resubmit ➢ Make sure they have received your resubmission ● Quarter 1 for budget expenditures is due October 31st 	

4.2	2020.21 Q4 Fiscal Reporting	<ul style="list-style-type: none"> ● When budget or workplan is unlocked no one can submit quarter 4 expenditures <ul style="list-style-type: none"> ➢ Be ready to double check and finalize quarter 4 budget ➢ Expenditures are due at the end of September ➢ Actuals are due in December 	
4.3	2021.22 CAEP Budget and Workplan Development – John Werner	<ul style="list-style-type: none"> ● John went over CAEP member budget and work plan in NOVA <ul style="list-style-type: none"> ➢ Work plan: check off strategies you will be doing ➢ Budget plan: You have to create the budget items ● Must complete this before you can do any 21.22 fiscal reporting 	
4.4	2020.21 SAEC Student Data Summary	<ul style="list-style-type: none"> ● Would like to give a consortium report on outcomes in October ● John shared some data with Leadership Committee <ul style="list-style-type: none"> ➢ Gave leadership the opportunity to help structure what this would look like when presented to the SAEC Board Members ➢ Would like to come back and have a deeper conversation 	
4.5	2020.21 Program Area Reporting in NOVA – John Werner	<ul style="list-style-type: none"> ● John went over reporting in NOVA 	
4.6	Member Effectiveness Report – John Werner	<ul style="list-style-type: none"> ● Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➢ October – John will share a whole consortium report ➢ November 2021 – Hanford Adult, Tulare Adult ➢ December 2021 – Visalia Adult, Corcoran Adult ➢ February 2022 – College of the Sequoias, Lindsay Adult ➢ March 2022 – Cutler-Orosi, Farmersville 	
4.7	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 <ul style="list-style-type: none"> ➢ Data submitted from VAS, FAS, CAS and HAS ➢ Would like to bring a quote back to everyone at the next meeting 	
4.8	SAEC Adult Ed Navigators – John Werner	<ul style="list-style-type: none"> ● No community events until further notice. Special exceptions may be made. Contact John with special requests. ● Please give navigators at least one-week notice, preferably 2 weeks on a schedule shift or change ● Navigators send out calendars every Friday on what their plans are 	

4.9	ARPA: Good Jobs Challenge – Jonna Schengel	<ul style="list-style-type: none"> ● Adam Peck is getting more information on this <ul style="list-style-type: none"> ➢ Whatever they decide we will support it ➢ It will get us all moving in the same direction 	
4.10	Individual Learning Plans Sub-Committee Formation	<ul style="list-style-type: none"> ● Tami Olson, Visalia Adult, will help John Werner on this project 	
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. 	
4.12	SAEC Data Community of Practice Meeting Dates for each quarter	<ul style="list-style-type: none"> ● Reminder of Meetings (Virtual) <ul style="list-style-type: none"> ➢ Data Community of Practice meeting dates <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 ➢ For lead management and data person 	
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	Professional Development – Heather Keran	<ul style="list-style-type: none"> ● Project Discovery <ul style="list-style-type: none"> ➢ How many adult schools have the certificate programs with AWD? <ul style="list-style-type: none"> ▪ Visalia Adult has an adult transition program that runs through the K12 district but is on their campus and they use project discovery 	

		<ul style="list-style-type: none"> ➤ If you have an AWD, what do you do to help them since there is no way to test at CASAS level? <ul style="list-style-type: none"> ▪ Visalia Adult school will supply them with support and modification and work with them on the best path for the student 	
4.16	Next Leadership Committee Meeting Agenda – Jonna Schengel	<ul style="list-style-type: none"> ● Next meeting will be 09/23/21 at 3:00pm <ul style="list-style-type: none"> ➤ Virtual meeting ➤ Tour/visits for Leadership team members ➤ Email us if you want to add anything else to the agenda 	
4.17	Next SAEC Board Meeting on 10.05.21	<ul style="list-style-type: none"> ● Next meeting 10/05/2021 <ul style="list-style-type: none"> ➤ Virtual meeting 	
5	Action Items	N/A	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:33am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried