

SAEC Leadership Committee Meeting Minutes

October 27, 2022

3:00PM – 4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; Arturo Villarreal, Farmersville 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 3:01pm 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 10/04/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes 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
3	Public Comment	<ul style="list-style-type: none"> ● John Werner sent an email with resources to everyone 	
4	Action Items		
4.1	Virtual Meeting for the November 1, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the November 1, 2022 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 11/01/2022 by Rocio Vasquez, Lindsay Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

5	Information Items		
5.1	Shifting from implementation to Program Evaluation – John Werner	<ul style="list-style-type: none"> ● Ultimate Goal: Alignment of data sources to Three Year Plan Outcomes and Metrics Data Tables and Alignment of individual member strategies/work to Three Year Plan <ul style="list-style-type: none"> ➢ Is it time to start integrating some of the member interest targets into the member effectiveness reports? <ul style="list-style-type: none"> ▪ It is all good data – transition data ➢ Hanford shared their PowerPoint presentation with what they thought it might look like to present at SAEC Board meeting (Member Effectiveness Report) <ul style="list-style-type: none"> ▪ Draft only at this time ▪ Used the new metric pieces 	<ul style="list-style-type: none"> ● John Werner started recording meeting at this point with everyone's permission <ul style="list-style-type: none"> ➢ Leadership members can go back and review it as they put together their Member ➢ Effectiveness Reports ● It was noted that Lindsay Adult School had left the meeting by 3:20pm
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC Member Budget and Workplan NOVA process <ul style="list-style-type: none"> ➢ How-To Video ➢ John Werner will be certifying these within the next few weeks <ul style="list-style-type: none"> ▪ If Leadership members turn theirs in a little earlier then John can go over them and give some support if needed ● There will be a SAEC Fiscal meeting on November 1, 2022 at 1:00pm by zoom for Fiscal Analyst <ul style="list-style-type: none"> ➢ Not everyone will be able to attend but John can meet with anyone one-on-one if needed ● Signed MOU and Governance Documents have been emailed to everyone 	
5.3	Board Leadership Committee Meetings Calendar – John Werner	<ul style="list-style-type: none"> ● Virtual meetings will end as of March but they can still be virtual if: <ul style="list-style-type: none"> ➢ Everyone lives in the district boundaries ➢ Agenda and minutes are posted where you will have your zoom meeting, including homes etc. ➢ Where you are attending the zoom meeting is open to the public ● SAEC Board will need to vote on what they want to do <ul style="list-style-type: none"> ➢ John Werner will sunrise it to them at the next Board meeting ➢ Leadership Committee will make recommendations <ul style="list-style-type: none"> ▪ Meeting every other month ▪ Longer meetings – 1.5 to 2 hours ▪ Months that meetings will be required ● After the SAEC Board votes then the Leadership Committee will decide how they will meet 	<ul style="list-style-type: none"> ● Decisions to be tabled until after the SAEC Board makes their decision

5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● DOE's have been should have already been submitted as of yesterday 10/26/2022 <ul style="list-style-type: none"> ➢ Sent electronically and then mailed it ➢ Should receive confirmation if you have been accepted by November 6, 2022 to apply ➢ Application to apply should open on November 10th ● Each school will have a file but will submit their own application <ul style="list-style-type: none"> ➢ Mitch is doing a write up for each school with the information you have given him <ul style="list-style-type: none"> ▪ Each school will need to review and approve after he is done ➢ There will be a color coding system to show where each school is in the process of submitting <ul style="list-style-type: none"> ▪ When your area has turned purple it is ready to be submitted ▪ Must submit prior to December 15th <ul style="list-style-type: none"> ○ You do not need to load information all at once but be sure to save after you are done with a piece or you will lose it ● Status on consideration drafts <ul style="list-style-type: none"> ➢ Status Spreadsheet https://docs.google.com/spreadsheets/d/16ApeLILoAr7p9GxMUkQLRkqoiyeRqrVv/edit#gid=900609495 	
5.5	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● It is in NOVA <ul style="list-style-type: none"> ➢ After Program Hours and Expenditure Report are loaded into NOVA will look at it and go over it with your Fiscal accountant <ul style="list-style-type: none"> ▪ Superintendent will submit the report when it is ready ▪ John Werner will then certify it 	
5.6	Professional Development – Heather Keran	<ul style="list-style-type: none"> ● Innovator by Design Debrief <ul style="list-style-type: none"> ➢ Hanford and Visalia mentioned they were pleased with it <ul style="list-style-type: none"> ▪ Data was appropriate with what they are doing now ▪ Great reinforcement ▪ Shared the health care industry information with their students when they got back to the schools ➢ Liked that the awards were done during lunch ➢ Would not mind another breakout session after lunch <ul style="list-style-type: none"> ▪ Would have like to attend sessions that were only offered once – were not able to get to all of them ➢ Noise bled over from other rooms 	

5.7	SAEC Leadership Retreat 2022.23 – John Werner	<ul style="list-style-type: none"> ● Plan on doing it the first weekend of February <ul style="list-style-type: none"> ➢ John Werner asked for a commitment from everyone before putting in the time to plan it ➢ Want the retreat to be structured well so that it is really worth their time <ul style="list-style-type: none"> ▪ May look for someone to facilitate it for us 	
5.8	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 	
5.9	SAEC Navigator Outreach and Recruiting Events - John Werner	<ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ➢ Thursday, October 27, 2022 - Exeter HS CTE Program set up ➢ Friday, November 4, 2022 - CCAE Central Section Fall Conference ➢ Thursday, November 17, 2022 - 2022 Farmworker Women's Conference ➢ Tuesday, January 31, 2023 - TKCC 6th Annual Counselor Conference ➢ Tuesday, February 14-16, 2023 - World Ag Expo ➢ Thursday, April 13 -15, 2023 - CCAE State Conference ➢ Friday, April 14, 2023 - College & Career Expo 	<ul style="list-style-type: none"> ● Did not have time to discuss
5.10	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 31, 2022 1:30PM - 3:00PM ▪ 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 	<ul style="list-style-type: none"> ● ESL October 31st is being rescheduled ● ABE/ASE October 31st is being rescheduled ● AWD September 30th is being rescheduled

5.11	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 	<ul style="list-style-type: none"> ● Did not have time to discuss
5.12	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● November 1, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Virtual meeting 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting November 1, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:30pm 	<ul style="list-style-type: none"> ● Motioned to adjourn by Arturo Villarreal, Farmersville Adult School ● Seconded by Lori Morton, Tulare Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried