

SAEC Leadership Committee Meeting Minutes

November 1, 2022

9:15PM – 10:45PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victor Guzman, Cutler-Orosi 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; Jonna Schengel, COS; 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 9:81am 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 10/27/2022 	<ul style="list-style-type: none"> Motioned to approve minutes by Amalia Lopez, 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
3	Public Comment	<ul style="list-style-type: none"> COS would like to have a meeting with the adult schools that have LVN programs to see how they can help them out 	
4	Action Items		
4.1	Virtual Meeting for the November 17, 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 11/17/2022 by Victoria Guzman, Cutler-Orosi Adult School Seconded by Amalia Lopez, Lindsay Adult School Abstained: None Vote:

			<ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Debrief Member Effectiveness Presentations from Board Meeting – John Werner	<ul style="list-style-type: none"> ● Hanford and Tulare did a good job ● John Werner will skeleton out December's SAEC Board meeting <ul style="list-style-type: none"> ➤ Couple of weeks later he will build the rest in case someone wants to start working on them ● Present transition data the best that you can 	
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 ➤ Link to status sheet ➤ John will use a spread sheet key like Mitch has for his review of the Member Budget and Workplan <ul style="list-style-type: none"> ▪ If it has to be cleaned up John will be explicative on what needs to be done ▪ Green – John is satisfied and you own it and superintendent can click submit ▪ Blue – John has certified it ● There will be a SAEC Fiscal meeting this afternoon, November 1, 2022 at 1:00pm by zoom for Fiscal Analyst <ul style="list-style-type: none"> ➤ It will be recorded 	<ul style="list-style-type: none"> ● Note: Amalia left meeting at 10:05am
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"> ➤ Will have to change meeting calendars ➤ Board meeting is an anchor point of what Leadership does for them <ul style="list-style-type: none"> ▪ It is an accountability for them to support adult education ➤ Have Board meeting less but for a longer duration <ul style="list-style-type: none"> ▪ Rough draft <ul style="list-style-type: none"> ○ No meeting – Jan, March, June, July, September, December ○ In person meetings – February, April, May, August, October ➤ John will work on drafts for the SAEC Board meetings and Leadership Committee meetings <ul style="list-style-type: none"> ▪ For reminder of this year 2022-2023 and 2023-2024 	<ul style="list-style-type: none"> ● Note: Rocio left meeting at 10:15am

		<ul style="list-style-type: none"> ▪ Will bring draft to next Leadership meeting for review ▪ Will roll it out at the December SAEC Board meeting with a draft calendar <ul style="list-style-type: none"> ● Leadership meetings <ul style="list-style-type: none"> ➢ Suggestions <ul style="list-style-type: none"> ▪ Can meet longer on the 1st Tuesday of the month when there is no SAEC Board meeting <ul style="list-style-type: none"> ○ This will give the opportunity to really go into depth on things ▪ Second Tuesday meeting can still be in person <ul style="list-style-type: none"> ○ Thursdays not followed by a SAEC Board meeting can also be used to get into things that they really need (data etc.) ● Suggestions to SAEC Board in leu of monthly meetings <ul style="list-style-type: none"> ➢ Have Adult schools as part of cabinet board meetings <ul style="list-style-type: none"> ▪ Opportunity to talk about the things that the cabinet is doing and how it affects adult education ➢ Meet one-on-one with adult school principals ➢ Principals to meet before local boards <ul style="list-style-type: none"> ▪ Some adult schools are already doing this 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● Work plans need to be done <ul style="list-style-type: none"> ➢ Until approval on DoE on November 6th we can't do anything ➢ Mitch will send an email if he feels there is something that should be done <ul style="list-style-type: none"> ▪ Or periodically check in on the spreadsheet ➢ Due date is December 15, 2022 ● GAN <ul style="list-style-type: none"> ➢ Budget is due November 9, 2022 ● WIOA Budget <ul style="list-style-type: none"> ➢ Electronic submission ➢ Will flag anything that is missing so make sure to review it 	<ul style="list-style-type: none"> ● Note: Jonna left meeting at 10:23am
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	RISDIS – John Werner	<ul style="list-style-type: none"> ● Went over draft of Navigator’s default schedules <ul style="list-style-type: none"> ➢ Delgado’s day at VAS would be better on Tuesday ➢ Change Evette’s Monday schedule ➢ Evette does not need to go to Woodlake until there is a teacher replacement, change to Cutler-Orosi ➢ Corcoran wants more time with a Navigator than just a ½ day <ul style="list-style-type: none"> ▪ Has been a few weeks since they saw a Navigator ▪ Classes are on Monday and Wednesdays ● Navigator needs <ul style="list-style-type: none"> ➢ Resource table or kiosk where they can leave information <ul style="list-style-type: none"> ▪ It will help limit how much stuff they have to transport ➢ Need the ability to print at sites ➢ Looking at mobile scanners <ul style="list-style-type: none"> ▪ Suggest that QR codes be used 	
5.7	Professional Development– John Werner	<ul style="list-style-type: none"> ● SAEC Leadership Retreat 2022.23 <ul style="list-style-type: none"> ➢ Plan on doing it the first weekend of February <ul style="list-style-type: none"> ▪ CAEAA State Conference – February 3, 2023 ● Conferences <ul style="list-style-type: none"> ➢ ACSA Mid State Conference – February 9, 2023 	<ul style="list-style-type: none"> ● Move retreat to next meeting for discussion
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"> ➢ Friday, November 4, 2022 - CCAE Central Section Fall Conference ➢ Wednesday, November 16, 2022 – TKCC Counselor Networking, 8:00am – 11:30am ➢ Thursday, November 17, 2022 - 2022 Farmworker Women’s Conference ➢ Thursday, November 17, 2022 - College and Career Fair - Farmersville ➢ Friday, December 1, 2022 - Exeter HS CTE program setup ➢ Tuesday, January 31, 2023 - TKCC 6th Annual Counselor Conference 	

		<ul style="list-style-type: none"> ➤ Tuesday, February 14 - 6 - World Ag Expo ➤ Thursday, April 13 -15, 2023 - CCAE State Conference ➤ Friday, April 14, 2023 - College & Career Expo 	
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 ▪ November 7, 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 ● 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 	
5.12	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● November 17, 2022 at 3:00pm <ul style="list-style-type: none"> ➤ Virtual meeting ➤ Hanford has FPM that day or week ➤ Visalia will be out that day or week ➤ Tulare can't attend ➤ John Werner will be at a conference that day 	<ul style="list-style-type: none"> ● Doodle poll will be sent out to find a date that will work better for everyone
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting November 6, 2022 at 8:00am <ul style="list-style-type: none"> ➤ Virtual Meeting 	

6	Adjournment	<ul style="list-style-type: none">● Meeting adjourned at 11:12am	<ul style="list-style-type: none">● Motioned to adjourn by Tami Olson, Visalia Adult School● Seconded by Brian Brazier, Corcoran Adult School● Vote:<ul style="list-style-type: none">➢ Approve: All➢ Opposed: None➢ Motion Carried
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