

## SAEC Leadership Committee Meeting Minutes

November 18, 2021

3:00 PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Joint Unified School District; Victoria Guzman, Cutler Adult Education; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Yelinet Quintanar, Farmersville Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 3:04am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established - Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of Minutes from 11/02/21</b>	<ul style="list-style-type: none"> <li>● Approval of minutes from November 2, 2021</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Tami Olson, Visalia Adult School</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Abstain:</b> None</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● Sherri is asking for any complaints you have regarding ASAP. Reply to link below <ul style="list-style-type: none"> <li>➢ <a href="https://docs.google.com/document/d/1A_skteRxx9uCXN2BIYIR5zjAzyVVVKgS3voShUWFO0w/edit">https://docs.google.com/document/d/1A_skteRxx9uCXN2BIYIR5zjAzyVVVKgS3voShUWFO0w/edit</a></li> </ul> </li> </ul>	
4	<b>Action Items</b>		
4.1	<b>Virtual Meetings for the month of November</b>	<ul style="list-style-type: none"> <li>● Vote required to hold the meetings virtually <ul style="list-style-type: none"> <li>➢ Per AB361 meetings that are held virtually need to be voted on at least 30 days prior to meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to hold meeting for the next 30 days virtually by Tami Olson, Visalia Adult School</li> <li>● Seconded by Victoria Guzman, Cutler Adult Education</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Abstain:</b> None</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul>
5	<b>Information Items</b>		
5.1	<b>Deliverables – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➤ <a href="https://www.cde.ca.gov/sp/ae/fg/wioa21.asp">https://www.cde.ca.gov/sp/ae/fg/wioa21.asp</a></li> <li>➤ Deliverables for 2021-22 <ul style="list-style-type: none"> <li>▪ Due in January 2022</li> <li>▪ <a href="https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.aspx">https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.aspx</a></li> </ul> </li> </ul> </li> <li>● CAEP <ul style="list-style-type: none"> <li>➤ 2020/21 Program Hours and Expenditure Report <ul style="list-style-type: none"> <li>▪ Actual due by December 1, 2021 <ul style="list-style-type: none"> <li>○ Visalia and Hanford have submitted theirs</li> <li>○ John will follow up with Farmersville</li> <li>○ Send John Werner a backup copy and he will certify it</li> <li>○ State will flag if you have spent money on a program but have no hours for it</li> </ul> </li> </ul> </li> <li>➤ Report on 2019-2020 Expenditures and Hours of Instruction <ul style="list-style-type: none"> <li>▪ <a href="https://caladulted.org/DownloadFile/1224">https://caladulted.org/DownloadFile/1224</a></li> <li>▪ Check out the Tim Harman report to see what they are looking for</li> </ul> </li> <li>➤ CAEP Member and Consortium Exceptions Report <ul style="list-style-type: none"> <li>▪ <a href="https://caladulted.org/DownloadFile/1248">https://caladulted.org/DownloadFile/1248</a></li> <li>▪ How to read guidance <ul style="list-style-type: none"> <li>○ <a href="https://caladulted.org/DownloadFile/1249">https://caladulted.org/DownloadFile/1249</a></li> </ul> </li> </ul> </li> </ul> </li> <li>● CAEP Due Dates <ul style="list-style-type: none"> <li>▪ <a href="https://caladulted.org/DueDates">https://caladulted.org/DueDates</a></li> <li>▪ TE Student Data for Q1 is due January 31, 2022</li> </ul> </li> </ul>	
5.2	<b>SAEC Three Year Plan 2022.25 – Mitch Rosina and John Werner</b>	<ul style="list-style-type: none"> <li>● November Assessment <ul style="list-style-type: none"> <li>➤ Intended to do analysis on this, will follow up at next meeting</li> <li>➤ Will follow up with Metrics as well</li> </ul> </li> </ul>	
5.3	<b>Professional Development Needs</b>	<ul style="list-style-type: none"> <li>● Admin site visits <ul style="list-style-type: none"> <li>➤ Ongoing reminder</li> </ul> </li> </ul>	
5.4	<b>AB104 Graduation Exemptions</b>	<ul style="list-style-type: none"> <li>● AB104 provides for local graduation requirement exceptions for Junior and Seniors during COVID but did not apply to adult schools</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Would like to renew this conversation</li> <li>➤ Even though we were not named in it does not mean we cannot do it</li> <li>➤ CDE Fact Sheet: <ul style="list-style-type: none"> <li>▪ <a href="https://www.cde.ca.gov/ci/gs/ps/ab104factsheet.asp">https://www.cde.ca.gov/ci/gs/ps/ab104factsheet.asp</a></li> </ul> </li> </ul>	
5.5	<b>Grant Opportunities – John Werner</b>	<ul style="list-style-type: none"> <li>● USDA NITIA Broadband Grant <ul style="list-style-type: none"> <li>➤ Dead on arrival</li> <li>➤ There may be something else out there</li> </ul> </li> <li>● Pre-Apprenticeship Grants <ul style="list-style-type: none"> <li>➤ Visalia Adult have had conversations with Jill who owns Synergy <ul style="list-style-type: none"> <li>▪ She has clients that are moving into the valley that have several sectors that do construction, electronic, plumbing etc</li> <li>▪ Currently writing RFA's to apply, starting with Electrical pre-apprenticeship program</li> </ul> </li> <li>➤ Tulare Kings Industrial Collaborative is also looking at a bring grant that could bring some of the same type of entry level programs <ul style="list-style-type: none"> <li>▪ Would partner with them in the future</li> <li>▪ The big education piece is Math which is the biggest need</li> </ul> </li> </ul> </li> </ul>	
5.6	<b>Reminders – John Werner</b>	<ul style="list-style-type: none"> <li>● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> <li><del>➤ October – John will share a whole consortium report</del></li> <li><del>➤ November 2021 – Hanford Adult, Tulare Adult</del></li> <li>➤ December 2021 – Visalia Adult, Corcoran Adult</li> <li>➤ February 2022 – College of the Sequoias, Lindsay Adult</li> <li>➤ March 2022 – Cutler-Orosi, Farmersville</li> </ul> </li> <li>● Visalia and Corcoran will present in December</li> <li>● Governance Committee Meetings <ul style="list-style-type: none"> <li>➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> <li><del>▪ October 1, 2021</del></li> <li>▪ December 13, 2021</li> <li>▪ February 7, 2022</li> <li>▪ April 25, 2022</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> <li><del>▪ September 27, 2021</del></li> <li><del>▪ November 1, 2021</del></li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ February 28, 2022</li> <li>▪ April 25, 2022</li> <li>➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ <del>October 8, 2021</del></li> <li>▪ <del>November 12, 2021</del></li> <li>▪ February 11, 2022</li> <li>▪ April 22, 2022</li> </ul> </li> <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➤ <del>Q1: 10.22.21 @ 11:00am</del></li> <li>➤ Q2: 01.21.22 @ 11:00am</li> <li>➤ Q3: 04.29.22 @ 11:00am</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.7	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 12/07/21 at 9:15am <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Talk about 3-year plan most of the meeting</li> </ul> </li> </ul>	
5.8	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 11/02/2021 <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Will send a link so slides can be built into PowerPoint for those do their Membership Effectiveness report</li> </ul> </li> </ul>	
5.9	<b>Question</b>	<ul style="list-style-type: none"> <li>● Is there any way an adult school can pay for student’s GED test <ul style="list-style-type: none"> <li>➤ No, but check with WIOA title I partners, CalWORKS and JTO</li> <li>➤ Try to find a sponsor</li> <li>➤ Schools can pay for the practice test</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 4:11pm</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn meeting Brian Brazier, Corcoran Joint Unified School District</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>