

SAEC Leadership Committee Meeting Minutes

December 6, 2022

9:15AM – 10:45AM

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; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville 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 9:20 am 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 11/29/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Brian Brazier, Corcoran Adult School ● Seconded by Arturo Villarreal, Farmersville 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 December 15, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the December 15, 2022 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 12/15/2022 by Amalia Lopez, Lindsay Adult School ● Seconded by Victor Guzman, Cutler-Orosi Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

		<ul style="list-style-type: none"> ● After approval of December 15th meeting it was discussed if they want to meet that day <ul style="list-style-type: none"> ➢ It was decided to cancel Leadership Meeting until January 26, 2023. 	<ul style="list-style-type: none"> ● Motioned to cancel December 15, 2022 meeting and resume regular (Virtual) meeting on January 26, 2023 by Tami Olson, Visalia 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"> ● Corcoran Adult School was thanked for their presentation <ul style="list-style-type: none"> ➢ Now we all have insights to the programs that are needed out there <ul style="list-style-type: none"> ▪ ABE Level classes ● COS and Lindsay will be presenting at the February SAEC Board meeting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC Member Budget and Workplan NOVA process <ul style="list-style-type: none"> ➢ They are almost done with WIOA applications ● At state level changing funding level is still a discussion <ul style="list-style-type: none"> ➢ Would prefer Need Based or Performance Based over ADA ➢ Do not anticipate that each school's dollar amount will be lower <ul style="list-style-type: none"> ▪ Should be new numbers going forward 	
5.3	Board Leadership Committee Meetings Calendar – John Werner	<ul style="list-style-type: none"> ● Meeting calendars are not on SAEC Board agenda because we need to bring a final draft to them to vote on <ul style="list-style-type: none"> ➢ Will take to the Board at the February meeting ➢ If they do not vote on the revised schedule then we can go back to virtual meetings in March or vote to do them all in person ➢ SAEC Board meetings will shift to 1.5 hours ➢ March member effectiveness reports will need to be pushed to April since the Board would not meet in March ● Leadership Committee calendar has been revised and will be voted on at the same time as the SAEC Board calendar <ul style="list-style-type: none"> ➢ On the weeks they are meeting virtual they will need to most their meeting spot with agenda 3 days ahead of time 	

		<ul style="list-style-type: none"> ➤ Will also need to open their office or room as a meeting place <ul style="list-style-type: none"> ▪ Need to meet virtual within Tulare and Kings county ➤ 2023-2024 Leadership calendar shows we will meet in July <ul style="list-style-type: none"> ▪ This will be important even if only a few can attend ▪ Will need to look at mid-December and June meetings as we get closer to those dates to see if we really need them 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Still need to read through Cutler and Lindsay’s reports <ul style="list-style-type: none"> ▪ Will finish today ➤ WIOA only uses basic tests so it counts everything <ul style="list-style-type: none"> ▪ Everyone will need to check their counts since Google does not count alternative characters 	
5.5	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● Student data and 2022.23 expenditure reporting due dates <ul style="list-style-type: none"> ➤ Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) ➤ Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) * ➤ Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date. ➤ Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)* ➤ Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) * ➤ Mar 31: End of Q3 ● Program Hours and Expenditure Reports <ul style="list-style-type: none"> ➤ John will present 2021.22 data to the SAEC Board at the next regular board meeting in February 2023 	
5.6	RISDIS – John Werner	<ul style="list-style-type: none"> ● Navigator’s default schedules are available if anyone wants to look at them <ul style="list-style-type: none"> ➤ If schedules are not right for the school feel free to shoot John an email or talk with your Navigator ● Adult Schools during winter break <ul style="list-style-type: none"> ➤ Visalia will close on December 20 – January 3 ➤ Tulare will close December 22 – January 3 	

5.7	Professional Development– John Werner	<ul style="list-style-type: none"> ● SAEC Leadership Retreat 2022.23 <ul style="list-style-type: none"> ➤ Waiting to hear back from the Vespero <ul style="list-style-type: none"> ▪ Waiting to negotiate the block rate ➤ John has a meeting with Tony Moore to talk about having him present to the Leadership Committee <ul style="list-style-type: none"> ▪ He will bring in some thoughts and ways to do things for the next school year ▪ Have set up a tentative draft version of what the schedule will be ▪ Bring co-admins ▪ Arriving 02/02/23 – Cutler, Corcoran, Porterville, Visalia, Farmersville ➤ SAEC office is willing to pay for rooms for anyone who needs it 	
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 ● Plan to mover March reports to April 	
5.9	SAEC Navigator Outreach and Recruiting Events - John Werner	<ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ➤ Tues., December 6, 2022 - CATS RAPTER Training #2, ➤ Fri., December 9, 2022 - Healthcare Partnership Meeting ➤ Tues., December 13, 2022 - Presentation at Dinuba H.S. ➤ Tues., December 13, 2022 - ELF Presentation - John J Cairns ➤ Wed., December 14, 2022 - Lindsay Healthy Start Meeting ➤ Thurs., December 15, 2022 - CATS RAPTER Training #3 ➤ Tues., January 31, 2023 - TKCC 6th Annual Counselor Conf. ➤ Tues., February 14 – 16 - World Ag Expo ➤ Thurs., April 13 -15, 2023 - CCAE State Conference ● Need current fliers for Spring semester from adult schools for the events 	
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 	

		<ul style="list-style-type: none"> ▪ 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 ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	
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"> ● December 12, 2022 at 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ This has been cancelled per the vote earlier on the minutes ➤ Next one will be January 26, 2023 at 3:00pm ● John Werner asked everyone to email their policies for taking high school students who have turned 18 into their adult schools before the high school semester has ended <ul style="list-style-type: none"> ➤ Will create a best practice on how to do this so it will be consortium wide ➤ Would like to formalize it through the consortium board ➤ How are IEP students handled 	
5.13	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting February 7, 2023 at 8:00am <ul style="list-style-type: none"> ➤ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 11:01am 	<ul style="list-style-type: none"> ● Motioned to adjourn by Brian Brazier, Corcoran Adult School ● Seconded by Tami Olson, Visalia Adult School ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried

