

## SAEC Leadership Committee Meeting Minutes

December 16, 2021

3:00PM – 4:00PM

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; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia 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 3:05pm 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 12/07/21</b>	<ul style="list-style-type: none"> <li>● Approval of minutes from December 7, 2021</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Tami Olson, Visalia Adult School</li> <li>● Seconded by Brian Brazier, Corcoran Joint Unified School District</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>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Virtual meeting for the January 20, 2022</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Brian Brazier, Corcoran Joint Unified School District</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>
5	<b>Information Items</b>		

5.1	<b>SAEC Three Year Plan 2022.25 – John Werner and Mitch Rosin</b>	<ul style="list-style-type: none"> <li>● Assessment Data for this December is Barriers and Metrics <ul style="list-style-type: none"> <li>➢ Question: Which barriers and metrics should we track to bet measure the impact of our consortium’s adult education services <ul style="list-style-type: none"> <li>▪ Leadership Committee discussed this question</li> </ul> </li> </ul> </li> <li>● Assessment Data for January is Objectives and Strategies to overcome barriers <ul style="list-style-type: none"> <li>➢ Leadership Committee talked about this assessment</li> <li>➢ John Werner will follow up with Mitch to see if he can attend the January 20<sup>th</sup> meeting to walk us through this assessment so we understand it</li> </ul> </li> <li>● Three-year plan will come before the SAEC Board in May</li> </ul>	
5.2	<b>Deliverables – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➢ Should have received electronic copy of your amended GAN <ul style="list-style-type: none"> <li>▪ Need wet signature that needs to be uploaded and then mailed</li> <li>▪ Due by December 17, 2021</li> </ul> </li> <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 <a href="https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp">https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp</a></li> </ul> </li> <li>● Program Area Report has to be resubmitted by your Superintendent</li> <li>● Other deliverables are due January 31, 2022</li> <li>● Employment and Earnings for Q2 are overdue for Corcoran and Lindsay <ul style="list-style-type: none"> <li>➢ These schools need to run the wizard since it cannot be harvested out of ASAP</li> </ul> </li> </ul>	
5.3	<b>CAEP – John Werner</b>	<ul style="list-style-type: none"> <li>● 2020/21 Program Hours and Expenditure Report <ul style="list-style-type: none"> <li>➢ Recap and status</li> </ul> </li> <li>● 2021/22 Quarter 1 Expenditure Report in NOVA <ul style="list-style-type: none"> <li>➢ Past due if you have not gotten it in <ul style="list-style-type: none"> <li>▪ Farmersville and Corcoran need to do it</li> </ul> </li> </ul> </li> <li>● 2021/22 Quarter 2 reports <ul style="list-style-type: none"> <li>➢ Variant of what was due at the end of October 2021</li> <li>➢ Due at the end of January 2022</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>● CAEP Due Dates <ul style="list-style-type: none"> <li>➢ <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> </ul> </li> </ul>	
5.4	<b>Professional Development Needs – Heather Keran</b>	<ul style="list-style-type: none"> <li>● CAEAA is on February 3, 2022 <ul style="list-style-type: none"> <li>➢ Dawn Koepke will do a State of the Union Legislative Address</li> <li>➢ Carolyn Zachry will do a presentation</li> <li>➢ There has been heavy conversation to implement an ADA funding model <ul style="list-style-type: none"> <li>▪ We are currently Need Based Funding <ul style="list-style-type: none"> <li>○ Want to look a Performance Based Funding</li> </ul> </li> <li>▪ Desire to look at ADA and what the college system can do for adult ed</li> </ul> </li> </ul> </li> <li>● EL Civics Conference is in February</li> <li>● ACSA is in March</li> <li>● Paraeducator conference in March</li> </ul>	
5.5	<b>Navigator Schedule Updates – John Werner</b>	<ul style="list-style-type: none"> <li>● Do not know what staffing will look like going forward, it may change</li> <li>● We will talk about how to address needs and services at our January meeting</li> </ul>	
5.6	<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 realize it applied to adult schools <ul style="list-style-type: none"> <li>➢ Visalia Adult is working with their district</li> <li>➢ Hanford Adult is looking to see what the language was at their Board meeting</li> <li>➢ Tulare Adult did an analysis on who would be eligible and they have quite a few students who would qualify <ul style="list-style-type: none"> <li>▪ Letters have gone out to students</li> </ul> </li> </ul> </li> </ul>	
5.7	<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>➢ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➢ February 2022 – College of the Sequoias, Lindsay Adult</li> <li>➢ March 2022 – Cutler-Orosi, Farmersville</li> <li>➢ John will work with Jona Schengel, COS and Amalia, Lindsay on their presentations for February</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <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> <li>▪ February 28, 2022</li> <li>▪ April 25, 2022</li> </ul> </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> </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>	
5.8	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 01/20/22 at 3-4 PM <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Will ask Mitch to join us</li> </ul> </li> </ul>	
5.9	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 02/01/2022 <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 10:56am</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn meeting Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Brian Brazier, Corcoran Joint Unified School District</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>