



## SAEC Leadership Committee Meeting

April 5, 2022

9:15AM-10:15AM

Agenda

### Join Zoom Meeting

<https://us02web.zoom.us/j/85088034233?pwd=dlpsNHhOa0NoY1RNY1Y5aTgyQjZjOT09>

Meeting ID: 850 8803 4233

Passcode: 634303

### One tap mobile

+16699009128,,85088034233#,,,,\*634303#

### Dial by your location

+1 669 900 9128

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
- Approval of Minutes and Notes - Minutes from 3.01.22 and Notes from 03.24.22
  - [03.01.22 SAEC Leadership Committee Meeting Minutes.docx](#)
  - [03.24.22 SAEC Leadership Committee Meeting Notes.docx](#)
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee asks that any public comment on an item listed on today’s agenda be addressed at the time the item comes up for discussion by the Leadership Committee. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Committee Chair in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.
- Action Items:
  - Virtual Leadership Committee Meetings for April
- Information/Discussion Items:
  - SAEC Three Year Plan 2022.25 - John Werner and Mitch Rosin
    - Timeline to submission
    - [Three Year Plan Version 12 Draft](#)
    - Major Revision Discussion
      - Digital Literacy and Technology (pg 29/44)
  - SAEC Governance Documents 2022/23
    - [SAEC MOU](#)
    - [SAEC Report on Consortium Governance](#)
    - SAEC CFAD

- Built in NOVA
- [Link to SAEC Allocations, All Years](#)
- Deliverables and Updates- - Heather Keran
  - WIOA Title II
    - Deliverables for 2021-22:
      - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
    - WIOA -
      - WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan
        - Due: 04/30/22
  - CAEP Quarter 2 Fiscal Reports and Student Data Reminder
    - All CAEP Due Dates: <https://caladulthood.org/DueDates>
- Curriculum -
  - Edgenuity Contracts ending soon. Time to renew
    - Time to update the courses in Edgenuity for 2022.23
    - [Spreadsheet with estimate 2022.25 contract costs](#)
    - History: <https://drive.google.com/file/d/1uanuiQcLQoD-vf-OTvuxYCKzuVyGL79v/view?usp=sharing>

### **Reminders:**

- Member Effectiveness Report Schedule
  - This year's schedule: Completed for 2021.2022
    - ~~October~~ SAEC Report: Enrollment
    - ~~November 2021~~ SAEC Report: Outcomes, Hanford Adult, Tulare Adult
    - ~~December 2021~~ Visalia Adult, Corcoran Adult
    - ~~February 2022~~ College of the Sequoias, Lindsay Adult
    - ~~March 2022~~ Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
  - Emails for newly hired teachers
  - ESL – Carmen Becerra
    - ~~October 1, 2021~~ 1:30PM - 3:00PM
    - ~~December 13, 2021~~ 1:30PM - 3:00PM
    - ~~February 7, 2022~~ 1:30PM - 3:00PM
    - April 25, 2022 1:30PM - 3:00PM
  - ABE/ASE – Maribel Delgado
    - ~~September 27, 2021~~ 1:00PM - 3:00PM
    - ~~November 1, 2021~~ 1:00PM - 3:00PM
    - ~~February 28, 2022~~ 1:00PM - 3:00PM
    - April 25, 2022 1:00PM - 3:00PM
  - AWD– Sylvia Perez  
Tentative dates...
    - ~~October 8, 2021~~ 1:00PM - 3:00PM
    - ~~November 12, 2021~~ 1:00PM - 3:00PM
    - ~~February 11, 2022~~ 1:00PM - 3:00PM
    - April 22, 2022 1:00PM - 3:00PM
- SAEC Data Community of Practice meeting dates:
  - ~~Q1 10.22.21 @ 2:15PM~~
  - ~~Q2 01.21.22 @ 11:00AM~~
  - Q3 04.29.22 @ 11:00AM
  - Q4 07.08.22 @ 11:00AM

- Next Leadership Committee Meeting Agenda - Heather Keran
  - 04.21.22 @ 3:00PM
  - Agenda topics:
- Next SAEC Board Meeting on 05.03.22 @ 8:00AM - John Werner
  - Agenda topics:
    - SAEC Three Year Plan
    - SAEC Governance Documents-Action Item
- Adjournment

## SAEC Leadership Committee Meeting Minutes

March 1, 2022

9:15AM-10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias;

	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 9:22AM 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>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 2.17.22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult Education</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained: Erika DeLaCruz, Farmersville Adult School, 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>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● John Werner had a successful surgery and is doing well</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Virtual meeting for March               <ul style="list-style-type: none"> <li>➢ Approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting in March by Tami Olson, Visalia Adult School</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained: None</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 – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Mitch Rosin needs your CIP goals from your last plan <ul style="list-style-type: none"> <li>➢ Heather sent a google link for the CIP goals <ul style="list-style-type: none"> <li>▪ <a href="https://forms.gle/W7aymRLz5YjrCc5X7">https://forms.gle/W7aymRLz5YjrCc5X7</a></li> <li>▪ Asking everyone to fill this out as soon as possible <ul style="list-style-type: none"> <li>○ Only goals, not strategies</li> <li>○ Will ultimately send CIP goals you are doing this year, but not yet</li> </ul> </li> </ul> </li> </ul> </li>   <li>● Mitch Rosin needs metric information from everyone <ul style="list-style-type: none"> <li>➢ To be added to the “Regional Service Providers” paperwork that will be sent to each person <ul style="list-style-type: none"> <li>▪ Use 2019/2020 information. This will be used as a base line</li> <li>▪ Hand write the information in and send back to Mitch</li> </ul> </li> <li>➢ Heather Keran showed everyone how to get the information from TOPsPro <ul style="list-style-type: none"> <li>▪ Numbers to be added on each metric, even if it is a zero</li> </ul> </li> <li>➢ Number of Participants in Program Area for each fiscal year, 2019-20, 2020-21, 2021-22 <ul style="list-style-type: none"> <li>▪ Information will come from Federal Reports</li> <li>▪ Heather Keran showed how to access this information</li> </ul> </li> <li>➢ Number of Participants in Program Area for 2022-23, 2023-24, 2024-25 <ul style="list-style-type: none"> <li>▪ Do an estimated growth for the programs</li> <li>▪ Visalia Adult will use the percentage of growth from 2020-22 and use that percentage for each year</li> </ul> </li> </ul> </li>   <li>● CIP Goals and Objectives <ul style="list-style-type: none"> <li>➢ Due April 30, 2022</li> <li>➢ You need 1-3 goals</li> </ul> </li>   <li>● Confirmed that everyone has set up appointments with Mitch for either March 22 or 23 <ul style="list-style-type: none"> <li>➢ Meetings to take place at Visalia Adult School</li> </ul> </li> </ul>	
5.2	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA, Title II: AEFLA Program Implementation Survey <ul style="list-style-type: none"> <li>➢ Survey opened up today</li> <li>➢ Due at the end of March</li> <li>➢ Suggested that you do it all in one sitting</li> </ul> </li>   <li>● CAEP Q2 Fiscal Reports</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Should be working with your fiscal people to get your Q2 into NOVA</li> <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>	
5.3	<b>Professional Development Needs – Heather Keran</b>	<ul style="list-style-type: none"> <li>● SAEC Back to School PD in August 2022 <ul style="list-style-type: none"> <li>➤ Start thinking about what you would like to do and on what date</li> </ul> </li> <li>● WIOA II Technology Distance Learning Plan Symposium <ul style="list-style-type: none"> <li>➤ Will take place online from March 2<sup>nd</sup> to 4<sup>th</sup></li> <li>➤ Registration: <a href="https://tdls.otan.us/Registration/">https://tdls.otan.us/Registration/</a></li> </ul> </li> </ul>	
5.4	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Time to renew Edgenuity contract <ul style="list-style-type: none"> <li>➤ Showed spreadsheet for contract costs for the last contract</li> <li>➤ John Werner will check with vendors on the prices for the next 3 years</li> <li>➤ Contract is per license not per student</li> <li>➤ Start thinking about where the money will come from in your budget <ul style="list-style-type: none"> <li>▪ WIOA money can be used</li> </ul> </li> <li>➤ Plan to sunrise consortium 2022-25 contract at the April SAEC Board meeting</li> </ul> </li> </ul>	
5.5	<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>➤ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➤ March 2022 – Cutler-Orosi, Farmersville <ul style="list-style-type: none"> <li>▪ Cutler-Orosi and Farmersville did a good job</li> </ul> </li> </ul> </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>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <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>▪ <del>February 11, 2022</del></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>➤ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➤ Q3: 04.29.22 @11:00am</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.6	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 03/24/22 at 3:00PM-4:00PM <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Navigators will present at this meeting</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 04/05/2022 <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 10:36AM</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn meeting by Brian Brazier, Corcoran Joint Unified School District</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>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>

## SAEC Leadership Committee Meeting Minutes

March 24, 2022

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Carmen Becerra, SAEC Navigator; Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Maribel Delgado, SAEC Navigator; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Sylvia Perez, SAEC Navigator; Mitch Rosin; Jonna Schengel, College of the Sequoias; John Werner, SAEC Executive 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 3:03PM by Heather Keran</li></ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"><li>• Quorum Established – No</li><li>• Notes will be taken at this meeting</li></ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"><li>• Introduced the SAEC Navigators</li></ul>	
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"><li>• Approval of Minutes from 03/01/2022 will be moved to next Leadership Meeting on April 5, 2022</li></ul>	
3	<b>Public Comment</b>	<ul style="list-style-type: none"><li>• John Werner had a successful surgery and is doing well</li></ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"><li>• Virtual meeting for March<ul style="list-style-type: none"><li>➢ No action needed since it was done at our last meeting</li></ul></li></ul>	
5	<b>Information Items</b>		
5.1	<b>SAEC Navigator Presentation</b>	<ul style="list-style-type: none"><li>• Information on what RISDIS is and how we provide it through the consortium<ul style="list-style-type: none"><li>➢ Navigators are located at the adult schools and partner agencies</li><li>➢ Navigators have created a system where they can track their own data information</li></ul></li><li>• SAEC Navigators gave a power-point presentation to the SAEC Leadership Committee</li></ul>	



5.2	<b>SAEC Three Year Plan 2022.25 – John Werner</b>	<ul style="list-style-type: none"> <li>● Review of three-year plan that will be presented to the SAEC Board members on April 5, 2022 <ul style="list-style-type: none"> <li>➢ Articulation Agreements AE/CC (pg 26/44)</li> <li>➢ Digital Literacy and Technology (pg 29/44) <ul style="list-style-type: none"> <li>▪ More discussion on this at the April 5<sup>th</sup> meeting</li> </ul> </li> </ul> </li> <li>● SAEC additional objectives and activities in the three-year plan <ul style="list-style-type: none"> <li>➢ Conduct Member District program evaluations, based on FPM guidelines, to determine program improvement and administrative needs</li> <li>➢ Learning Management systems – Explore the use of CANVAS as a consortium learning management system <ul style="list-style-type: none"> <li>▪ Short-Term: Implement/pilot CANVAS with at least one Member District</li> <li>▪ Intermediate: Evaluate program success</li> <li>▪ Long-Term: Define funding for a sustainable program implementation</li> </ul> </li> <li>➢ (Pre) Apprenticeships – Identify industry sectors that are open to the development of pre-apprenticeships <ul style="list-style-type: none"> <li>▪ Short-Term: Explore and identify industry sectors</li> <li>▪ Intermediate: Implement grant funded programs for pre-apprenticeship</li> <li>▪ Long-Term: Conduct program evaluation and explore opportunities to add additional pre-apprenticeships offerings</li> </ul> </li> </ul> </li> </ul>	
5.3	<b>SAEC Governance Documents 2022/23 – John Werner</b>	<ul style="list-style-type: none"> <li>● Will bring in final drafts of the MOU, Governance Documents and CFAD at the April 5<sup>th</sup> SAEC Board meeting to sunrise all of it <ul style="list-style-type: none"> <li>➢ Red: Means it is being deleted</li> <li>➢ Blue: Means it is the change</li> <li>➢ Black: Means there is no change</li> </ul> </li> <li>● Final vote on all the documents will take place at the May SAEC Board meeting</li> </ul>	
5.4	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➢ <a href="#">WIOA, Title II: AEFLA Program Implementation Survey</a> <ul style="list-style-type: none"> <li>▪ Due: 03/31/22</li> <li>▪ Know your 21/22 <a href="#">ESL COAAPs</a> (Civic Objectives) <ul style="list-style-type: none"> <li>○ You will be asked why it is important to your program</li> </ul> </li> </ul> </li> <li>➢ WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Due: 04/30/22</li> <li>➤ WIOA 2022/23 Program Year Inquiry <ul style="list-style-type: none"> <li>▪ Due April 5, 2022</li> <li>▪ Unique Entity Identifier (UEI) and registration expiration date information from the SAM.gov website is needed in order to submit this inquiry</li> </ul> </li> <li>● CAEP Quarter 2 Fiscal Reports and Student Data Reminder <ul style="list-style-type: none"> <li>➤ All CAEP Due Dates: <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> </ul> </li> </ul>	
5.5	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Edgenuity <ul style="list-style-type: none"> <li>➤ Number of licenses for Edgenuity need to be turned into John Werner as soon as possible so they can draft and estimate of cost <ul style="list-style-type: none"> <li>▪ Add numbers to this link: <a href="https://docs.google.com/spreadsheets/d/1P85u6s2Oo5J2ww4jyERBdij5GaLKb4lt7mlqrOgyuL4/edit#gid=0">https://docs.google.com/spreadsheets/d/1P85u6s2Oo5J2ww4jyERBdij5GaLKb4lt7mlqrOgyuL4/edit#gid=0</a></li> </ul> </li> <li>➤ It is important to note that you will need to prove that licenses are only being used by adult school students since we are using Adult Ed funds</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>➤ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➤ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➤ <del>March 2022 – Cutler-Orosi, Farmersville</del></li> </ul> </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>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></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>▪ <del>February 11, 2022</del></li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ April 22, 2022</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>➤ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➤ Q3: 04.29.22 @ 11:00am</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.6	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 04/05/22 at 9:15AM-10:15AM <ul style="list-style-type: none"> <li>➤</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 04/05/2022 <ul style="list-style-type: none"> <li>➤ Agenda topics: <ul style="list-style-type: none"> <li>▪ SAEC Navigator Report</li> <li>▪ SAEC Three Year Plan-First Read</li> <li>▪ SAEC Governance Documents – Sunrise</li> <li>▪ Zoom or in-person meetings</li> </ul> </li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 5:05PM</li> </ul>	