



SAEC Leadership Committee Meeting

October 1, 2024, 9:45 - 11:45 AM

COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - [09.19.24 SAEC Leadership Committee Meeting Minutes.docx](#)
- Action Items:
 - NA
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here:
 - HSD Graduation Requirements Member Progress Update - All
 - Existing member board policy review
 - SAEC Attendance Accounting Policy, Practice, Protocol - Amalia
 - Competency-based attendance hour accrual (non-seat time and not asynchronous)
 - 2024/25 Governance Docs - Please return to SAEC Office - LaDonna Ljones01@vusd.org
 - Member Document Status
 - Complete:
 - College of the Sequoias - pending minutes
 - Cutler-Orosi - pending agenda and minutes
 - Exeter - pending minutes
 - Hanford - pending minutes
 - Tulare - pending minutes
 - Incomplete:
 - Alpaugh
 - Corcoran
 - Farmersville
 - Lindsay
 - Visalia
 - Woodlake
 - [Amended 2024-27 SAEC MOU](#)
 - This goes to LEA boards
 - [SAEC Report on Consortium Governance 2024/25](#)
 - This goes to LEA boards
 - 2024/25 Allocation Amendment
 - [CAEP FY24-25 Final Allocations Schedule * \(072524\)](#)
 - [CAEP TY24-25 Final Allocation MEMO](#)
 - [CAEP FY24-25 Final Allocations Schedule r](#)

- [CAEP -- Preliminary Allocations Memo FY 2024-25](#)
- [FY 2024-25 CAEP Preliminary Allocations Schedule](#)
- [SAEC Annual Plan 2024.25](#) - John
 - [CAEP Fact Sheet](#)
 - [Member Workplans and Budgets](#)
 - In NOVA
- Blue Lotus Consulting - John
- Deliverables and Updates- John Werner
 - WIOA Title II
 - End of 23/24 processes status check by site
 - Grant Award Notification Letters and Budgets due.
 - GANs released 8/2/24
 - Signed as a virtual copy and uploaded; wet signature version mailed in to state
 - FPM
 - Three year cycle
 - [Adult Education Instrument](#)
 - **CAEP (BOLD MEANS YOU ARE RESPONSIBLE FOR IT)**
 - October 2024**
 - Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
 - **Oct 31: Student data due in TOPSPro (Q1)**
 - **Oct 31: Employment and Earnings Follow-up Survey (Do not wait until the last minute on this one...it is a process, plan ahead.)**
 - December 2024**
 - **Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA** and certified by Consortium *
 - In TE: Reports>State>California>CAEP Program Hours
 - **Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)**
 - Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
 - Dec 31: End of Q2
- RISDS (reminder)
 - Upcoming Navigator Events

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| ● Tulare County Job Fair | October 2, 2024 |
| ● South Valley Industrial Summit | October 4, 2024 |
| ● Finding True North - Role of the Navigator | October 8, 2024 |
| ● Innovators by Design | October 9, 2024 |
| ● TAS College Fair | October 16, 2024 |
| ● TCOE Special Services Resource Fair | October 23, 2024 |
| ● CCAE Central Section Winter Conference | October 25, 2024 |
| ● Farm Worker Conference | October 31, 2024 |
| ● Healthcare Sector Summit | December 5, 2024 |

- Professional Development
 - CAEP Consortium Management Series
 - <https://register.caladulthood.org>
 - Advancing Adult Education Website
 - <https://caladulthood.org/Practice>
 - Innovators by Design 2024
 - Wednesday, October 9, 2024, 8:00am - 2:00pm
 - WIOA II from Portia LaFerla, plafferla@casas.org
 - Upcoming meetings w/links

Reminders:

- Member Effectiveness Report Schedule:
 - Schedule for 2024-2025
 - October 2024 - SAEC Report and NIF Report by Navigators
 - [November 2024](#) - Hanford Adult, Visalia Adult
 - [February 2025](#) - Corcoran Adult, Lindsay Adult, Tulare Adult
 - [April 2025](#) - College of the Sequoias, Cutler-Orosi, Farmersville
- Program Area Committee meeting dates (SAEC PD Calendar Event invites sent out. Agendas pending)- John Werner
 - Meetings will be in person.
 - Meeting locations: Tulare Connections
 - ESL

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| ● September 27, 2024 | 1:30 - 3:00PM | Friday |
| ● April 4, 2025 | 1:30 - 3:00PM | Friday |
 - ABE/ASE

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|--------------------------------|--------------------------|-------------------|
| ● September 9, 2024 | 1:30 - 3:00PM | Monday |
| ● April 7, 2025 | 1:30 - 3:00PM | Monday |
 - AWD

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| ● September 20, 2024 | 1:30 - 3:00PM | Friday |
| ● April 18, 2024 | 1:30 - 3:00PM | Friday |
- SAEC Data Community of Practice meeting dates:
 - [Participant List \(please update\)](#)
 - [SAEC Data COP Google Drive Main Folder](#)
 - [SAEC Data COP Google Drive 2024.25 Folder](#)
 - 2024.25 Meeting Dates:
 - [Q1 10.17.24 @ 11:00AM](#)
 - [Q2 01.17.25 @ 11:00AM](#)
 - [Q3 04.18.25 @ 11:00AM](#)
 - [Q4 06.27.25 @ 11:00AM \(option 1\)](#)
 - [07.03.25 @ 11:00AM \(option 2\)](#)

- Next Leadership Committee Meeting Agenda - Heather Keran
 - Next Meeting: 10/24/2024 @ 3:00PM-4:30PM
 - Zoom

- Next SAEC Board Meeting on 11/5/24 @ 8:00 - 9:30AM - John Werner
 - Sequoias 1, COS

- Adjournment