



## SAEC Leadership Committee Meeting

October 24, 2024, 3:00-4:30PM

ZOOM MEETING

Co-Chairs: Heather Keran and Jonna Schengel

Join Zoom Meeting

<https://us02web.zoom.us/j/85745628529?pwd=As4z4dJdSlYu8Ft8lknCbIYTzIFtaC.1>

Meeting ID: 857 4562 8529

Passcode: 030908

One tap mobile

+16699009128,,85745628529#,,, \*030908#

Dial by your location

• +1 669 900 9128

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### Agenda

- Opening Business
  - Call to Order
  - Welcome and Introductions
  
- Approval of Notes
  - [10.01.24 SAEC Leadership Committee Meeting Notes](#)
  
- Public Comment –General public comment on any Consortium related topic may be heard at this time. The Board 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 Board. Pursuant to SAEC Policy the Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
  
- Action Items:
  - None
  
- 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:

- 2024-2025 Budget Development Retreat
  - March 2025
  
- ESL Alignment
  
- 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 Allocation Amendment
  
- 2024/25 Governance Docs - Please return to SAEC Office - LaDonna [Ljones01@vusd.org](mailto:Ljones01@vusd.org)
  - Member Document Status
    - Complete:
      - College of the Sequoias
      - Cutler-Orosi
      - Exeter
      - Hanford
      - Tulare
    - Incomplete:
      - Alpaugh
      - Corcoran
      - Farmersville
      - Lindsay
  
  - [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
  - MUST BE CERTIFIED BY 10/30/24
  - [CAEP Fact Sheet](#)
  - [Member Workplans and Budgets](#)
  - In NOVA
  
- 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

○ RISDIS (reminder)

■ Upcoming Navigator Events

- ~~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
- Health, Sciences & Medical Summit November 7, 2024
- Healthcare Sector Summit December 5, 2024
- Manufacturing & Industrial Summit December 10, 2024
- College & Career Counselor Conference January 29, 2025
- Building and Construction Summit January 30, 2025
- Transportation Summit April 1, 2025

○ Professional Development

- CAEP Consortium Management Series
  - <https://register.caladulthood.org>
- Advancing Adult Education Website
  - <https://caladulthood.org/Practice>
- WIOA II from Portia LaFerla, [plafferla@casas.org](mailto:plafferla@casas.org)
  - Upcoming meetings w/links

## **Reminders:**

- Member Effectiveness Report Schedule:
- **Are we going to move another member effectiveness report to the November meeting?**
  - 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.
    - **Proposed meeting location updates**
  - **ESL - Tulare Adult School**
    - ~~September 27, 2024~~ 1:30 - 3:00PM Friday
    - April 4, 2025 1:30 - 3:00PM Friday
  - **ABE/ASE - Hanford Adult School**
    - ~~September 9, 2024~~ 1:30 - 3:00PM Monday
    - April 7, 2025 1:30 - 3:00PM Monday
  - **AWD - Visalia Adult School**
    - ~~September 20, 2024~~ 1:30 - 3:00PM Friday
    - April 18, 2024 1:30 - 3:00PM Friday
    - [Contact List](#)
- 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: 11/5/24 @ 9:45 - 11:00AM
  - COS, Sequoias Room 1
- Next SAEC Board Meeting on 11/5/24 @ 8:00 - 9:30AM - John Werner
  - COS, Sequoias Room 1

- Adjournment