



SAEC Leadership Committee Meeting

November 1, 2022, 9:15 - 10:15AM

Virtual via Zoom

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/85686723020?pwd=ckJKVEJ3SkQzcEVja0trdm9LTHEydz09>

Meeting ID: 856 8672 3020

Passcode: 407497

One tap mobile

+12532158782,,85686723020#,,,,*407497#

Dial by your location

+1 253 215 8782

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - [10.27.22 SAEC Leadership Committee Meeting Minutes.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 Meeting November 17, 2022
- 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:
 - Debrief Member Effectiveness Presentations from Board Meeting
 - Governance
 - SAEC Member Budget and Workplan NOVA Process
 - [How-To Video](#)
 - Certification Process Review

- Link to status sheet: link pending
 - SAEC Fiscal Meeting 11.1.22 @ 1PM, via Zoom
- Board and Leadership Committee Meeting Calendars
 - Sunsetting of EO which makes virtual meetings easy
 - Implications
 - Alternate schedule ideas
- Deliverables and Updates- - Heather Keran
 - WIOA Title II
 - Deliverables for 2022-23:
 - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
 - Status on consideration drafts
 - Status Spreadsheet:
 - <https://docs.google.com/spreadsheets/d/16ApeLILoAr7p9GxMUkQLRkgoIyeRqrVy/edit#gid=900609495>
 - CAEP Program Hours and Expenditures Report (reminder)
 - Normally due September 1 of each year. Due date bumped back pending release of guidance.
 - Go ahead and submit
- RISDIS
 - Navigator Schedules (Draft)
 - [Maribel Fall 2022 as of 08.22.2022.xlsx](#)
 - [Carmen Fall 2022 as of 10.28.2022.xlsx](#)
 - [Evette Fall 2022 as of 10.28.2022.xlsx](#)
- Professional Development
 - CCAE Central Section 2022.23 Winter Conference
 - November 4, 2022
 - Hybrid from Bakersfield Adult School
 - Registration Link: sent out
 - CCAE State Conference 2023
 - April 12-15, 2023
 - Oakland, CA
 - Registration link not up yet
 - CAEAA State Conference 2023
 - February 2, 2023
 - Virtual
 - Registration link not up yet
 - COABE National Conference 2023
 - April 2-5, 2023
 - Atlanta, GA
 - [Registration and Hotel Links](#)
 - SAEC Leadership Retreat 2022.23
 - First weekend of February - How many days are needed? Friday and Saturday. Morning

- Who will go?
- Possible locations:
 - [Inn at the Pier, Pismo Beach](#)
 - [Vespero, Pismo Beach](#)
 - [Spyglass, Pismo Beach](#)
 - [Sea Crest, Pismo Beach](#)
 - [Hilton Garden Inn, Pismo Beach](#)
 - [Oxford Suites, Pismo Beach](#)
 - [Ocean Point Ranch, Cambria](#)

Reminders:

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
 - Possible schedule for 2022-2023:
 - ~~October 2022 – SAEC Report: Enrollment and NIF Report by Navigators~~
 - 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
- SAEC Navigator Outreach and Recruiting Events
 - Events

● Friday, November 4, 2022	CCAEC Central Section Fall Conference
● Thursday, November 17, 2022	2022 Farmworker Women’s Conference
● Tuesday, January 31, 2023	TKCC 6 th Annual Counselor Conference
● Tuesday, February 14 - 16	World Ag Expo
● Thursday, April 13 -15, 2023	CCAEC State Conference
● Friday, April 14, 2023	College & Career Expo
 - CURRENT Fliers for Winter Semester from Adult Schools for Events
- Program Area Governance Committee meeting dates - John Werner
 - Emails for newly hired teachers
 - ESL – Carmen Becerra
 - October 31, 2022 1:30PM - 3:00PM - Carmen (Rescheduling)
 - January 20, 2023 1:30PM - 3:00PM
 - April 17, 2023 1:30PM - 3:00PM
 - ABE/ASE – Maribel Delgado
 - ~~September 26, 2022 1:00PM – 3:00PM~~
 - October 31, 2022 1:00PM - 3:00PM (Rescheduling)
 - February 27, 2023 1:00PM - 3:00PM
 - April 24, 2023 1:00PM - 3:00PM
 - AWD– TBD
 - September 30, 2022 1:00PM-3:00PM - John (Rescheduling)
 - February 10, 2023 1:00PM-3:00PM
 - April 21, 2023 1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
 - 2022.23 Meeting Dates:
 - ~~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

- Next Leadership Committee Meeting Agenda - Heather Keran
 - 11.17.22 @ 3:00PM
 - Agenda topics:

- Next [SAEC Board Meeting](#) on 12.06.22 @ 8:00AM - John Werner
 - Agenda topics:

- Adjournment

SAEC Leadership Committee Meeting Minutes

October 27, 2022

3:00PM – 4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay 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 3:01pm 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 10/04/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● John Werner sent an email with resources to everyone 	
4	Action Items		
4.1	Virtual Meeting for the November 1, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the November 1, 2022 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 11/01/2022 by Rocio Vasquez, Lindsay Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

5	Information Items		
5.1	Shifting from implementation to Program Evaluation – John Werner	<ul style="list-style-type: none"> ● Ultimate Goal: Alignment of data sources to Three Year Plan Outcomes and Metrics Data Tables and Alignment of individual member strategies/work to Three Year Plan <ul style="list-style-type: none"> ➢ Is it time to start integrating some of the member interest targets into the member effectiveness reports? <ul style="list-style-type: none"> ▪ It is all good data – transition data ➢ Hanford shared their PowerPoint presentation with what they thought it might look like to present at SAEC Board meeting (Member Effectiveness Report) <ul style="list-style-type: none"> ▪ Draft only at this time ▪ Used the new metric pieces 	<ul style="list-style-type: none"> ● John Werner started recording meeting at this point with everyone's permission <ul style="list-style-type: none"> ➢ Leadership members can go back and review it as they put together their Member Effectiveness Reports ● It was noted that Lindsay Adult School had left the meeting by 3:20pm
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC Member Budget and Workplan NOVA process <ul style="list-style-type: none"> ➢ How-To Video ➢ John Werner will be certifying these within the next few weeks <ul style="list-style-type: none"> ▪ If Leadership members turn theirs in a little earlier then John can go over them and give some support if needed ● There will be a SAEC Fiscal meeting on November 1, 2022 at 1:00pm by zoom for Fiscal Analyst <ul style="list-style-type: none"> ➢ Not everyone will be able to attend but John can meet with anyone one-on-one if needed ● Signed MOU and Governance Documents have been emailed to everyone 	
5.3	Board Leadership Committee Meetings Calendar – John Werner	<ul style="list-style-type: none"> ● Virtual meetings will end as of March but they can still be virtual if: <ul style="list-style-type: none"> ➢ Everyone lives in the district boundaries ➢ Agenda and minutes are posted where you will have your zoom meeting, including homes etc. ➢ Where you are attending the zoom meeting is open to the public ● SAEC Board will need to vote on what they want to do <ul style="list-style-type: none"> ➢ John Werner will sunrise it to them at the next Board meeting ➢ Leadership Committee will make recommendations <ul style="list-style-type: none"> ▪ Meeting every other month ▪ Longer meetings – 1.5 to 2 hours ▪ Months that meetings will be required ● After the SAEC Board votes then the Leadership Committee will decide how they will meet 	<ul style="list-style-type: none"> ● Decisions to be tabled until after the SAEC Board makes their decision

5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● DOE's have been should have already been submitted as of yesterday 10/26/2022 <ul style="list-style-type: none"> ➢ Sent electronically and then mailed it ➢ Should receive confirmation if you have been accepted by November 6, 2022 to apply ➢ Application to apply should open on November 10th ● Each school will have a file but will submit their own application <ul style="list-style-type: none"> ➢ Mitch is doing a write up for each school with the information you have given him <ul style="list-style-type: none"> ▪ Each school will need to review and approve after he is done ➢ There will be a color coding system to show where each school is in the process of submitting <ul style="list-style-type: none"> ▪ When your area has turned purple it is ready to be submitted ▪ Must submit prior to December 15th <ul style="list-style-type: none"> ○ You do not need to load information all at once but be sure to save after you are done with a piece or you will lose it ● Status on consideration drafts <ul style="list-style-type: none"> ➢ Status Spreadsheet https://docs.google.com/spreadsheets/d/16ApeLILoAr7p9GxMUkQLRkqoiyeRqrVv/edit#gid=900609495 	
5.5	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● It is in NOVA <ul style="list-style-type: none"> ➢ After Program Hours and Expenditure Report are loaded into NOVA will look at it and go over it with your Fiscal accountant <ul style="list-style-type: none"> ▪ Superintendent will submit the report when it is ready ▪ John Werner will then certify it 	
5.6	Professional Development – Heather Keran	<ul style="list-style-type: none"> ● Innovator by Design Debrief <ul style="list-style-type: none"> ➢ Hanford and Visalia mentioned they were pleased with it <ul style="list-style-type: none"> ▪ Data was appropriate with what they are doing now ▪ Great reinforcement ▪ Shared the health care industry information with their students when they got back to the schools ➢ Liked that the awards were done during lunch ➢ Would not mind another breakout session after lunch <ul style="list-style-type: none"> ▪ Would have like to attend sessions that were only offered once – were not able to get to all of them ➢ Noise bled over from other rooms 	

5.7	SAEC Leadership Retreat 2022.23 – John Werner	<ul style="list-style-type: none"> ● Plan on doing it the first weekend of February <ul style="list-style-type: none"> ➤ John Werner asked for a commitment from everyone before putting in the time to plan it ➤ Want the retreat to be structured well so that it is really worth their time <ul style="list-style-type: none"> ▪ May look for someone to facilitate it for us 	
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 	
5.9	SAEC Navigator Outreach and Recruiting Events - John Werner	<ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ➤ Thursday, October 27, 2022 - Exeter HS CTE Program set up ➤ Friday, November 4, 2022 - CCAE Central Section Fall Conference ➤ Thursday, November 17, 2022 - 2022 Farmworker Women's Conference ➤ Tuesday, January 31, 2023 - TKCC 6th Annual Counselor Conference ➤ Tuesday, February 14-16, 2023 - World Ag Expo ➤ Thursday, April 13 -15, 2023 - CCAE State Conference ➤ Friday, April 14, 2023 - College & Career Expo 	<ul style="list-style-type: none"> ● Did not have time to discuss
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 ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ October 31, 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 ▪ November 4, 2022 1:00PM-3:00PM (TBD) ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	<ul style="list-style-type: none"> ● ESL October 31st is being rescheduled ● ABE/ASE October 31st is being rescheduled ● AWD September 30th is being rescheduled

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 	<ul style="list-style-type: none"> ● Did not have time to discuss
5.12	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● November 1, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Virtual meeting 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting November 1, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:30pm 	<ul style="list-style-type: none"> ● Motioned to adjourn by Arturo Villarreal, Farmersville Adult School ● Seconded by Lori Morton, Tulare Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried