



SAEC Leadership Committee Meeting

February 6, 2024, 9:45PM - 11:45pm
COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - [01.25.24 SAEC Leadership Committee Meeting Minutes.docx](#)
- 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:
 - Governance
 - SAEC 2024.25 Annual Plan Draft Process–John
 - 2023.24 Reference Documents
 - [SAEC Annual Plan 2023.24 \(consortium plan\)](#)
 - [Member 2023.24 Workplans and Budgets in NOVA](#)–John
 - 2024.25 Annual Plan Strategies and Performance Outcome Metrics
 - Educational Needs
 - Increased Outreach and Marketing
 - Community Education
 - Service Hours and Locations
 - Digital Literacy and Technology
 - Short-term/Long-term CTE Programs of Study
 - Contextualized ESL Programs

- COS Classes Taught on Adult School Campuses
 - Expanded OJT/WBL Opportunities
 - Employer Based Education Opportunities
 - Preapprenticeships/Apprenticeships
- Improve Integration of Services & Transitions
 - Increased Course Offerings
 - Increased Completion Rates
 - Articulation Agreements: AE/CC
 - Articulation Agreements: CTE
 - Increased Enrollment, Completions, Transitions
 - Enhanced Career Pathways
 - Workforce Board Engagement
- Improve Effectiveness of Services
 - Professional Development I (Community of Practice or PLC Based)
 - Improved Data Collection
 - Professional Development II (service delivery)
 - Regional Professional Development (Pan Consortium Events)
 - Strategic Planning (collective impact model)
 - AJCC Alignment
 - Learning Management Systems
- Deliverables and Updates- John Werner
 - WIOA Title II
 - CAEP
 - 23.24 Expenditure Targets
 - 23.24 Q2 Expenditure Reports
 - Governance Document (5.2.24)
- CAEP Funding Model Reimagined
- RISDIS (reminder)
 - Upcoming Navigator Events
 - World Ag Expo (Tuesday - Thursday) February 13 - 15, 2024
 - All Navigators
 - TAS LVN Mock Interviews (Wednesday) February 21, 2024
 - All Navigators
 - 3 Levels of School Culture (Wednesday) February 28, 2024
 - All Navigators
 - Growing Health Leaders Conference (Thursday) February 29, 2024

- All Navigators
- Alpaugh Career Day (Wednesday) March 6, 2024
 - All Navigators
- CAC Presentation (Thursday) March 7, 2024
 - Delgado
- Creating a Classroom Culture (Monday) March 18, 2024
 - All Navigators
- Career Day Event at Corcoran March 22, 2024
 - All Navigators
- VAS & TAS LVN Job Fair (Wednesday) April 3, 2024
 - All Navigators
- Early Childhood Education (Saturday) April 20, 2024
 - Becerra and Lopez
- Cultivating Culture to Improve, Job Satisfaction & Morale (Tuesday) April 23, 2024
 - All Navigators
- TCOE Support Staff Conference (Wednesday) April 24, 2024
 - All Navigators
- Visalia HS CNA class students April 15 & 16, 2024
 - Carmen and Maribel
- CCAE State Conference May 9 - 11, 2024
 - In Anaheim
- Professional Development
 - CAEP Consortium Management Series
 - <https://register.caladulted.org/>
 - Advancing Adult Education Website
 - <https://caladulted.org/Practice>
 - 2024 COABE - Adult Education: Together In Harmony
 - Nashville, TN, March 17 - 20, 2024
 - Dallas Texas - 2025
 - Indianapolis Indiana - 2026
 - SB 447
 - CCAE State Conference
 - Anaheim California, May 9 - 11, 2024
 - [Registration](#)

Reminders:

- Draft Member Effectiveness Report Schedule:
 - Draft Schedule for 2023-2024:
 - ~~October 2023~~ ~~SAEC Report: Enrollment and NIF Report by Navigators~~
 - ~~November 2023~~ ~~SAEC Report: Outcomes, Hanford Adult, Tulare Adult~~
 - ~~February 2024~~ ~~Corcoran Adult, Lindsay~~
 - April 2024 – Visalia Adult, 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
 - ~~September 25, 2023~~ ~~1:00 - 3:00PM~~ ~~Monday~~
 - April 5, 2024 1:00 - 3:00PM Friday
 - ABE/ASE
 - ~~September 11, 2023~~ ~~1:00 - 3:00PM~~ ~~Monday~~
 - April 8, 2024 1:00 - 3:00PM Monday
 - AWD
 - ~~September 19, 2023~~ ~~1:00PM-3:00PM~~ ~~Tuesday~~
 - April 19, 2024 1:00PM-3:00PM Friday
- SAEC Data Community of Practice meeting dates:
 - 2022.23 Meeting Dates:
 - ~~Q1 10.20.23 @ 11:00AM~~
 - ~~Q2 01.19.24 @ 11:00AM~~
 - Q3 04.19.24 @ 11:00AM
 - Q4 06.28.24 @ 11:00AM and/or
07.05.24 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Heather Keran
 - Next Meeting: 02/22/2024 @ 3:00PM - 4:30PM
 - Virtual
 - Agenda topics:
- Next [SAEC Board Meeting](#) on 04.02.24 @ 8:00 - 9:30AM - John Werner
 - At COS

- Adjournment

SAEC Leadership Committee Meeting Minutes

January 25, 2024

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Art Villarreal, Farmersville Adult School; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 3:03 pm	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established – at 3:15pm	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none">Minutes from 11/07/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Tami Olson, Visalia Adult SchoolSeconded by Lori Morton, Tulare Adult SchoolAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Abstain: Non➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none">None	
4	Action Items	<ul style="list-style-type: none">No Action Items	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none">2024.25 Annual Plan Draft<ul style="list-style-type: none">➤ Will start revising next week➤ Wil add language in MOU that talks about carry over limitations➤ Extenuating situations have a safety net<ul style="list-style-type: none">▪ Go over it in year one▪ Correction language in year two▪ Technical support in year three from the state➤ Will get the plan out to everyone and then we sunrise it in	

		<p>February and then take it to the SAEC Board in April</p> <ul style="list-style-type: none"> • 2024.25 Annual Plan Strategies and Performance Outcome Metrics <ul style="list-style-type: none"> ➤ Use these on reports as well as Member Effectiveness reports ➤ CDE and Chancellor's office will pull out of these as they look at funding models <ul style="list-style-type: none"> ▪ Funding model recipe will be presented at CAEAA conference • CFAD is due on May 2nd but will not meet as a SAEC Board until May 7th <ul style="list-style-type: none"> ➤ We will be late turning it in again this year • Would like to hold off approving MOU until next fiscal year <ul style="list-style-type: none"> ➤ We always have to do an amended one in August which also means we do an amendment to the CFAD 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • We were late on Q1 expenditure reports <ul style="list-style-type: none"> ➤ Encouraged everyone to get Q2 done 	
5.3	Member Fact Sheets – John Werner	<ul style="list-style-type: none"> • Will table for the next meeting 	
5.4	Site Visits – John Werner	<ul style="list-style-type: none"> • Barbara will be contacting everyone to make arrangements for John Werner to visit sites. <ul style="list-style-type: none"> ➤ Time to find out what you need and what is your roll in the student data and how you are using it ➤ Approximately 1 hour ➤ Would like to see classrooms and teachers if there is enough time 	
5.5	Metrix Learning – John Werner	<ul style="list-style-type: none"> • Jeannie Batista emailed John when they became aware of the training program <ul style="list-style-type: none"> ➤ John will meet with Jeannie Batista and Bill Davis on Monday or Tuesday of next week 	
5.6	CCAIE Awards Nominations – John Werner	<ul style="list-style-type: none"> • We usually put this on the agenda in April to honor those who have received awards <ul style="list-style-type: none"> ➤ Lori Morton will let us know when the names are released ➤ CCAIE conference is May 9 - 11 	

5.7	Updates on PD Calendar – John Werner	<ul style="list-style-type: none"> Professional Development calendar <ul style="list-style-type: none"> ➤ Barbara will invite everyone to every due date which create a lot of email for everyone ➤ John will also be more proactive on the calendar 	
5.8	RISDIS – John Werner	<ul style="list-style-type: none"> Evette is out until February 16, 2024 <ul style="list-style-type: none"> ➤ If there is a need to cover Evette’s sites let John Werner know ➤ Cutler’s secretary will go out with the other Navigators to see how things are done since Evette is out Upcoming Navigator Events 	
5.9	Professional Development– John Werner	<ul style="list-style-type: none"> CAEAA conference February 6 – 8, 2024 CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulthood.org/ Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulthood.org/Practice 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> ▪ Travel ban to Tennessee is gone ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana – 2026 Question was asked how teachers are paid on this – teacher rate or just travel and expenses <ul style="list-style-type: none"> ➤ Each district has their own rules ➤ Some adult schools shared how their districts do it 	
5.10	Member Effectiveness Reports	<ul style="list-style-type: none"> Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult <ul style="list-style-type: none"> ▪ Visalia adult is being moved to April ➤ April 2024 – Visalia Adult School, College of the Sequoias, Cutler-Orosi 	

5.8	Program Area Governance Committees	<ul style="list-style-type: none"> Program Area Committee meeting dates <ul style="list-style-type: none"> ESL <ul style="list-style-type: none"> September 25, 2023 1:00PM-3:00PM April 5, 2024 1:00PM-3:00PM ABE/ASE <ul style="list-style-type: none"> September 11, 2023 1:00PM-3:00PM April 8, 2024 1:00PM-3:00PM AWD <ul style="list-style-type: none"> September 19, 2023 1:00PM-3:00PM April 19, 2024 1:00PM-3:00PM Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> 3249 W. Noble 	
5.10	SAEC Data Community of Practice	<ul style="list-style-type: none"> SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> 2023.24 Meeting Dates: <ul style="list-style-type: none"> Q1 10.20.23 @ 11:00AM Q2 01.19.24 @ 11:00AM Q3 04.19.24 @ 11:00AM Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM Met with SAEC Data Community of Practice last Friday, January 19, 2024 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> February 6, 2024 @ 9:45am – 11:45am <ul style="list-style-type: none"> It will be in the COS Board room Discussed doing another PD event like last year <ul style="list-style-type: none"> Lori Morton will be on a sub committee with John Werner to plan it Discussion on doing a working lunch <ul style="list-style-type: none"> Plans for February 6, 2024 after Leadership Committee Meeting 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting February 6, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> In person meeting at COS Will dive into expenditure stuff New Superintended in Corcoran – Andre Pecina 	

6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 4:05pm 	<ul style="list-style-type: none"> Motioned to adjourn meeting by Art Villarreal, Farmersville Adult School Seconded by Victoria Guzman, Cutler-Orosi Adult School Abstained: None Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried
---	--------------------	---	---