![Sequoias Adult Education Consortium logo]

SAEC Leadership Committee Meeting
March 7, 2023, 8:00 - 10:00AM
Virtual via Zoom

Agenda

https://us02web.zoom.us/j/86847538904?pwd=bTZRS3VZelNpQ3dTVEpVUW9PNlFydz09

Meeting ID: 868 4753 8904
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Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
    - Call to Order
    - Welcome and Introductions

- Approval of Minutes
    - 02.23.23 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:

    - 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:

    - Member Effectiveness Presentations in April
        - Cutler-Orosi, Farmersville and Lindsay
            - Link to April Board Meeting Slide Deck Pending

    - Governance
        - 2023.24 Report on Consortium Governance Draft V1
        - 2023.26 SAEC Memorandum of Understanding Draft V1

- ■ 2023.24 Preliminary Allocations and CFAD Process
  - ● Not yet released

- ○ Deliverables and Updates- John Werner

  - ■ WIOA Title II
    - ● Deliverables for 2022-23

  - ■ CAEP
    - ● Student data and 2022.23 expenditure reporting due dates
      - ○ **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)*
      - ○ **Mar 31:** End of Q3

  - ■ ELL Grant

- ○ RISDIS (reminder)
  - ■ Upcoming Navigator Events
    - ● March 8   Tucoemas Pathway Presentation
    - ● March 10   Tulare-Kings Healthcare Partnership Meeting
    - ● March 15   Alpaugh CTE Booth
    - ● March 15   Lindsay Healthy Start Service Provider Meeting
    - ● March 15   Tucoemas Pathway Presentation
    - ● March 22   TAS College and Career Fair
    - ● March 24   TC Sheriff's Office - Program Division Monthly Network
    - ● March 28   CTE - Mission Oaks ELAC
    - ● March 30   Early Learning Resource Fair
    - ● March 31   Lovell Career Day
    - ● April 13 -15   CCAE State Conference
    - ● April 17   Growing Health Leaders Conference
    - ● April 26   Tulare County Support Staff Conference

- ○ Professional Development

  - ■ ACSA Mid State Conference
    - ● March 10 - 12, 2023
    - ● San Luis Obispo

  - ■ COABE National Conference 2023
    - ● April 2-5, 2023
    - ● Atlanta, GA
    - ● [Registration and Hotel Links](#)

  - ■ CCAE State Conference 2023
    - ● April 12-15, 2023
    - ● Oakland, CA
    - ● [Registration](#)

  - ■ Tony Moore Speaks
    - ● March 23, 2023 Meeting - Virtual Session on Building a Leadership Pipeline

Reminders:
- ○ Member Effectiveness Report Schedule:
  - ■ 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
  - April 2023 – Cutler-Orosi, Farmersville, Lindsay Adult

- Program Area Governance Committee meeting dates - John Werner
  - Emails for newly hired teachers

  - ESL – Carmen Becerra
    - 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
    - September 26, 2022 1:00PM - 3:00PM
    - November 7, 2022   1:00PM - 3:00PM
    - February 27, 2023   1:00PM - 3:00PM
    - April 24, 2023   1:00PM - 3:00PM

  - AWD– Evette Lopez/John Werner
    - September 30, 2022 1:00PM-3:00PM
    - 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
  - Next Meeting:. 3.23.23 @ 3:00 - 4:30PM
  - Agenda topics:
    - Tony Moore Speaks - Sequoias Leadership Pipeline (1st hour)

- Next [SAEC Board Meeting](#) on 04.11.23 @ 8:00AM - John Werner
  - At COS
  - Agenda topics:

- Adjournment

SAEC Leadership Committee Meeting Minutes
February 23, 2023
3:00PM – 4:30PAM
Zoom (Virtual On-Line Meeting)
Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	**Opening Business**		
1.1	**Call to order**	● Called to order at 3:07pm by Jonna Schengel ➢ Heather Keran is out today	
1.2	**Establish Quorum**	● Quorum Established – Yes	
1.3	**Welcome and Introductions**		

2	**Approval of Minutes/Notes**	● Approval of Minutes from 02/07/2023	● Motioned to approve minutes by Tami Olson, Visalia Adult School
			● Seconded by Lori Morton, Tulare Adult School
			● Abstained: None
			● Vote:
			   ➢ **Approve**: All
			   ➢ **Opposed**: None
			   ➢ Motion Carried

3	**Public Comment**	● No Comments	
4	**Action Items**		

4.1	**Virtual Meeting for the March 7 and 23, 2023 – John Werner**	● Motion to approve Virtual meeting for the March 7 and 23, 2023	● Motioned to approve virtual meetings by Brian Brazier, Corcoran Adult School
			● Seconded by Tami Olson, Visalia Adult School
			● Abstained: None
			● Vote:
			   ➢ **Approve**: All
			   ➢ **Opposed**: None
			   ➢ Motion Carried

5	**Information Items**		
5.1	**Member Effectiveness Presentations in April – John Werner**	● Cutler-Orosi and Farmersville adult school will present on April 11, 2023 at COS during the SAEC Board Meeting ➢ Farmersville has a few questions but has access to the slide deck – will contact John if needed	

5.2	**Governance – John Werner**	● Report on Consortium Governance Draft
		  ➢ Governance Document will be sunrise before the SAEC Board in April and they will take action on it in May
		  ➢ Do not know the preliminary allocations yet
		  ➢ Working on how to write up 20% cap on the member level
		    ▪ Affects all members except those who are 1% under
		
		● Plan on decommissioning the Governance Committees
		
		● Will work on 3-year plan revision in the Fall	

5.3	**Deliverables and Updates – Heather Keran**	● WIOA Title II
		  ➢ Everyone received grant awards
		    ▪ When you receive your grant notifications you will have to adjust budgets a little bit
		  ➢ IELCE is due at the end of March
		  ➢ CDE21 for Perkins is due March 15th	

5.4	**CAEP Program Hours and Expenditures Report – John Werner**	● Student data and 2022.23 expenditure reporting due dates
		  ➢ **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.
		  ➢ **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
		  ➢ **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
		  ➢ **Mar 31:** End of Q3
		
		● ELL Grant – Due March 6, 2023
		  ➢ EDD is putting out 18 million state wide for development of English language learner training development program
		  ➢ John Werner will be writing the grant
		    ▪ We are starting by creating a Community Health Aide Program
		    ▪ Writing in money to pay for part-time employees, transportation
			● Jonna Schengel had to leave

		▪ Asking for just under 4 million dollars ▪ Will count Porterville Adult as one of our partners	○ Tami Olson took over co-chair position

5.5	**RISDIS – John Werner**	● Upcoming Navigator Events
		  ➢ February 6th AACC: Virtual Transition Night
		  ➢ February 6th TCOE Presentation
		  ➢ February 14-16 World Ag Expo
		  ➢ February 17 Tulare-Kings Healthcare Partnership Meeting
		  ➢ March 3rd COS Counselor Caravan
		  ➢ March 4th Central Valley Regional Migrant Ed. Program
		  ➢ April 13 -15 CCAE State Conference
		  ➢ April 17th Growing Health Leaders Conference
		  ➢ April 26th Tulare County Support Staff Conference
		
		● Navigator reclassification request to VUSD
		  ➢ Following up with HRD
		  ➢ Navigators do a lot of English language and Spanish translation
		      ▪ They do it so frequently that it cannot be predict how much they do it, so this will be written into their job description
		      ▪ Spanish Language test will need to be taken to qualify
		        ○ Should not be a problem with our current Navigators
		  ➢ Will cost approximately $10 – 12 thousand dollar
		  ➢ Recommend that VUSD reclassify Navigators with approval from Leadership Committee
		      ▪ Visalia Adult School is good with the plan	

5.6	**Professional Development– John Werner**	● Professional development options
		  ➢ ACSA Mid State Conference
		  ➢ COABE National Conference
		      ▪ Registration is still live and open
		  ➢ CCAE State Conference
		
		● Tony Moore Speaks
		  ➢ Discussion on doing a virtual session on Building a Leadership Pipeline
		      ▪ March 23, 2023 will be a good time to do it
		      ▪ John Werner will see if he is available at this time	

5.7	**Member Effectiveness Reports**	● Current lineup of Member Effectiveness Reports ➢ ~~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 ➢ April 2023 – Cutler-Orosi, Farmersville, Lindsay Adult	

5.8	**Program Area Governance Committees**	● Program Area Governance Committee meeting dates
		➢ ESL – Carmen Becerra
		  ▪ ~~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
		  ▪ ~~September 26, 2022 1:00PM - 3:00PM~~
		  ▪ ~~November 7, 2022 1:00PM - 3:00PM~~
		  ▪ February 27, 2023 1:00PM - 3:00PM
		  ▪ April 24, 2023 1:00PM - 3:00PM
		
		➢ AWD– TBD
		  ▪ ~~September 30, 2022 1:00PM-3:00PM~~
		  ▪ February 10, 2023 1:00PM-3:00PM
		  ▪ April 21, 2023 1:00PM-3:00PM
		
		● John Werner will send out AWD information later today by email	

5.9	**SAEC Data Community of Practice**	● 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	

5.10	**Next Leadership Committee Meeting Agenda – John Werner**	● March 7, 2023 8:00am – 9:30am ➢ Let Barbara Marshall know of any topics you would like to have on the agenda	
5.11	**Next SAEC Board Meeting**	● Next meeting April 11, 2023 at 8:00am ➢ In person meeting	

| 6 | **Adjournment** | ● Meeting adjourned at 3:57pm | ● Motioned to adjourn the meeting by Victoria Guzman, Cutler-Orosi Adult School
● Seconded by Tami Olson, Visalia Adult School
● Abstained: None
● Vote:
  ➢ **Approve**: All
  ➢ **Opposed**: None
  ➢ Motion Carried |