



SAEC Leadership Committee Meeting

April 2, 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
 - [02.06.24 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:
 - SAEC Leadership Committee calendar for 2024-2025
 - [SAEC Leadership Committee Meeting Calendar.docx](#)

 - Feather Flag for SAEC
 - [Flag Proofs 2.pdf](#)

- 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:
 - CAEP Model Program Nominations Open
 - <https://caladulthood.org/Practice/Nomination>

 - 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
 - Continuous Improvement Plan (04.30.24)
 - COAAP selections (04.30.24)
 - Q3 Data Integrity Report (04.30.24)
 - Q3 Expenditure Claim Report (04.30.24)
 - Integrated English Literacy & Civics Education Report (04.30.24)
 - CAEP
 - Employment & Earnings Follow-up Survey (04.30.24)
 - Student Data - Q3 (04.30.24)
 - Recertification for Citizenship Interview Test (04.30.24)
 - Governance Document (5.02.24)
 - CFAD 2024-25 (05.02.24)
- CAEP Funding Model Reimagined
- RISDIS (reminder)

■ Upcoming Navigator Events

- Vocational Nurse Job Fair (Wednesday) April 3, 2024
 - All Navigators
- PACT meeting (Thursday) April 4, 2024
 - Carmen
- Cutler-Orosi Community Resource Fair (Thursday) April 4, 2024
 - Maribel
- Tulare Adult School Job Fair (Tuesday) April 9, 2024
 - Carmen and Maribel
- Visalia Adult Celebration Day (Wednesday) April 10, 2024
 - Carmen and Maribel
- Early Learning Resource Fair - VUSD (Thursday) April 11, 2024
 - Maribel
- Kings-Tulare Healthcare Partnership (Friday) April 12, 2024
 - Maribel
- Cultivating Culture to Improve, Job Satisfaction & Morale (Tuesday) April 23, 2024
 - All Navigators
- HS CNA Job Readiness Presentation (Monday) April 15, 2024
 - Carmen and Maribel
- HS CNA Job Readiness Presentation (Tuesday) April 16, 2024
 - Carmen and Maribel
- Early Childhood Education (Saturday) April 20, 2024
 - Carmen and Evette
- TCOE Support Staff Conference (Wednesday) April 24, 2024
 - All Navigators
- ESL Giant Trials April 25, 2024
 - Carmen
- CCAE State Conference May 9 - 11, 2024
 - Carmen

○ Professional Development

- CAEP Consortium Management Series
 - <https://register.caladulthood.org/>
- Advancing Adult Education Website
 - <https://caladulthood.org/Practice>
- 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~~ — College of the Sequoias, Cutler-Orosi, Farmersville
 - May - Visalia Adult
- 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: 04/25/2024 @ 3:00PM - 4:30PM
 - Virtual
 - Agenda topics:
- Next [SAEC Board Meeting](#) on 05.07.24 @ 8:00 - 9:30AM - John Werner
 - At COS

- Adjournment

SAEC Leadership Committee Meeting Minutes

February 6, 2024

9:45 AM – 11:30 AM

COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; 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 9:38 am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Minutes from 01/25/2024 	<ul style="list-style-type: none"> ● Motioned to approve Minutes by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Amalia Lopez, Lindsay Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: None ➢ 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"> ➢ John Werner has almost completed it ● Need to update MOU and Governance and report on Consortium to reflect 20% on CAEP funds ● Will build the CFAD <ul style="list-style-type: none"> ➢ Dollar amounts are based on preliminary budget and COLA which is .78% this year 	

		<ul style="list-style-type: none"> ▪ May revised will come out and we will revise it ➤ Due May 2, 2024 • Resolution on Adult Ed week <ul style="list-style-type: none"> ➤ You can modify the language • Adult Ed Celebration Day <ul style="list-style-type: none"> ➤ VAS gives awards to students, one teacher and classified staff of the year at this celebration <ul style="list-style-type: none"> ▪ Also has career job fair booths ▪ Provide food as students visit vendors • Discussion on this year's FASFA application <ul style="list-style-type: none"> ➤ Very difficult for students to sign up for it 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • PD Calendar was updated by Barbara Marshall and invites sent out <ul style="list-style-type: none"> ➤ Can call Barbara Lehman if you need any help on the reports • Grace with Burlington English is interested in doing a mini conference <ul style="list-style-type: none"> ➤ John Werner will brainstorm with Grace • Discussion on Community Schools 	
5.3	CAEP Funding Model Reimagined – John Werner	<ul style="list-style-type: none"> • Adult Education Funding Model Report will be out at the CCAE conference <ul style="list-style-type: none"> ➤ Ask them any questions you may have ➤ It will take awhile to work out all the issues ➤ Changes may come anywhere from 2028 – 2029 	
5.4	RISDIS – John Werner	<ul style="list-style-type: none"> • Still waiting for Evette Lopez to come back • There are a lot of events going on <ul style="list-style-type: none"> ➤ Will have Navigators out at the World Ag Expo • May take a few Navigators to the State CCAE Conference 	
5.5	Professional Development– John Werner	<ul style="list-style-type: none"> • CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulted.org/ • Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulted.org/Practice 	

		<ul style="list-style-type: none"> ● 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 ● CASAS Summer Institute is coming up in June ● Adult Education Summit <ul style="list-style-type: none"> ➤ Has been poorly attended in the past ➤ Might be able to combine with CCAE Conference <ul style="list-style-type: none"> ▪ Expense may be an issue for some schools 	
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 – Corcoran Adult, Lindsay Adult ➤ 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 	

5.9	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 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● February 22, 2024 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting April 2, 2024 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 11:30am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried

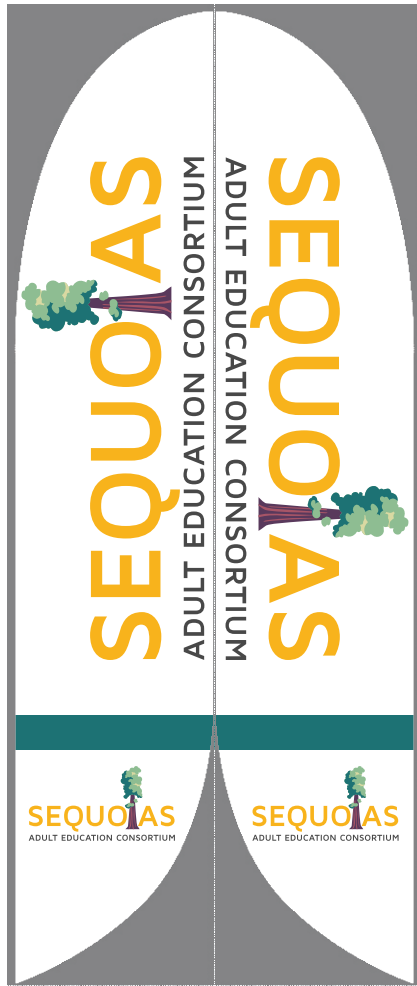
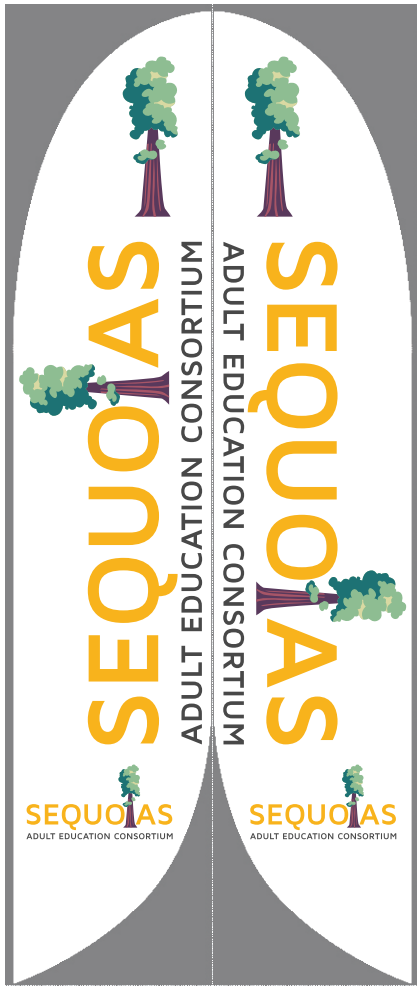
2024-2025

Sequoias Adult Education Consortium Leadership Committee Meetings

Date	Time	Location	Comments
07/18/24	3:00pm – 4:30pm	Zoom	➤ 2024.25 SAEC Annual Plan Draft
08/06/24	9:45am – 11:45am	In Person	➤ 2024.25 Member Budgets and Workplans
08/22/24	3:00pm – 4:30pm	Zoom	<ul style="list-style-type: none"> ➤ 2024.25 Member Budgets and Workplans ➤ Member Effectiveness Report Discussion - Data Outcomes ➤ 2023.24 Program Area Report
09/19/24	3:00pm – 4:30pm	Zoom	<ul style="list-style-type: none"> ➤ 2024.25 Member Workplans and Budgets ➤ Member Effectiveness Report Discussion - Data Outcomes ➤ 2023.24 Program Area Report Loaded
10/01/24	9:45am – 11:45am	In Person	
10/24/24	3:00pm – 4:30pm	Zoom	
11/05/24	9:45am – 11:45am	In Person	
11/21/24	3:00pm – 4:30pm	Zoom	
12/19/24	3:00pm – 4:30pm	Zoom	<ul style="list-style-type: none"> ➤ 2025.26 Governance Policy Discussion ➤ Held as a meeting time, but may be cancelled.
01/23/25	3:00pm – 4:30pm	Zoom	➤ 2025.26 Governance Policy Discussion
02/04/25	9:45am – 11:45am	In Person	➤ 2025.26 Governance Policy Discussion
02/20/25	3:00pm – 4:30pm	Zoom	➤ 2025.26 Governance Policy Discussion
03/20/25	3:00pm – 4:30pm	Zoom	➤ 2025.26 Governance Policy Discussion
04/01/25	9:45am – 11:45am	In Person	➤ 2024.25 Governance Policy Discussion
04/24/25	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Final Drafts
05/06/25	9:45am – 11:45am	In Person	
05/22/25	3:00pm – 4:30pm	Zoom	
06/26/24	3:00pm – 4:30pm	Zoom	➤ Held as a meeting time, but may be cancelled.

Thursday's meetings are held before Co-chair meetings. This means it will change between the 3rd and 4th Thursday of each month unless it is near a holiday, then it may be the 2nd Thursday.

REVISED: 01/29/2024



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Large Feather Convex Double Sided Flag



14'
Large