



## SAEC Leadership Committee Meeting

April 20, 2023, 3:00PM-4:30PM

Via Zoom

### Agenda

#### Join Zoom Meeting

<https://us02web.zoom.us/j/85811243252?pwd=WVFGM3FUOWhFb1QwY29PZlJ2UWFCZz09>

Meeting ID: 858 1124 3252

Passcode: 346316

#### One tap mobile

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Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
  
- Approval of Minutes
  - [04.11.23 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:
  - April Member Effectiveness Presentations Debrief
    - Cutler-Orosi, Farmersville and Lindsay
  
  - CCAE State Conference 2023 Debrief
    - April 12-15, 2023
    - Oakland, CA

- Governance
  - [2023.24 Report on Consortium Governance, Final Version](#)
  - [2023.26 SAEC Memorandum of Understanding Draft, V2 Version](#)
  - 2023.24 Preliminary Allocations and CFAD Process
- Deliverables and Updates- John Werner
  - WIOA Title II
    - Deliverables for 2022-23
  - CAEP
    - April 2023
      - Apr 30: Student Data due in TOPSPRO (Q3)
      - Apr 30: Employment and Earnings Follow-up Survey
    - May 2023
      - May 2: CFAD for 2023-24 due in NOVA \*
    - June 2023
      - Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
      - Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
      - Jun 30: End of Q4
- RISDIS (reminder)
  - Upcoming Navigator Events
    - April 25 Career Orientation Presentation at Dinuba HS
    - April 26 Tulare County Support Staff Conference
    - April 27 ESL Giant Trails
    - May 2 Career Orientation Presentation at Dinuba HS
    - May 2 Community Resource Fair
- Professional Development
  - CASAS Summer Institute 2023, June 12-15, Hyatt Regency Orange County
    - Virtual trainings June 12, remainder in person
    - In-person Registration – \$680
    - Virtual Registration – \$500
    - <https://www.casas.org/training-and-support/si>

### **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 – Visalia Adult, Corcoran Adult, Lindsay
    - April 2024 – College of the Sequoias, Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
  - ESL – Carmen Becerra
    - ~~October 31, 2022~~ ~~1:30PM – 3:00PM~~
    - ~~January 20, 2023~~ ~~1:30PM – 3:00PM~~
    - April 24, 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: 05/02/23 @ 9:45 - 11:45AM
    - At COS
    - Agenda topics:
  - Next [SAEC Board Meeting](#) on 05.02.23 @ 8:00 - 9:30AM - John Werner
    - At COS
- Adjournment

## SAEC Leadership Committee Meeting Minutes

April 11, 2023

9:45AM – 11:45AM

In Person: COS Sequoias Room 1

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; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 9:20am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 03/23/2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult School</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained: None</li> <li>● Vote:                             <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● No Comments</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● No Action Items</li> </ul>	
5	<b>Information Items</b>		
5.1	<b>Member Effectiveness Presentations in April – John Werner</b>	<ul style="list-style-type: none"> <li>● Cutler-Orosi and Farmersville and Lindsay adult school did an outstanding job of presenting</li> </ul>	
5.2	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Report on Consortium Governance                             <ul style="list-style-type: none"> <li>➢ There is a 20% cap on turnover                                     <ul style="list-style-type: none"> <li>▪ No policy on how it is to be done</li> <li>▪ John will follow the Ed Code when explaining it and it will</li> </ul> </li> </ul> </li> </ul>	

		<p>clean it up more next year</p> <ul style="list-style-type: none"> <li>➤ Governance Committees <ul style="list-style-type: none"> <li>▪ Will write language to reflect the shift</li> <li>▪ Suggested that we have a CTE or English technology committee <ul style="list-style-type: none"> <li>○ John Werner will think about how to do it</li> <li>○ John Werner also suggested adding the data of community practice into the document</li> <li>○ It was suggested that there may be more committees in the future and we may want to revise the language to show this</li> </ul> </li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● SAEC Memorandum of Understanding <ul style="list-style-type: none"> <li>➤ Some language has been refined</li> </ul> </li> <li>● Preliminary Allocations and CFAD Process <ul style="list-style-type: none"> <li>➤ Your district financial person should be putting information into NOVA</li> <li>➤ Looks like COLA will drop</li> </ul> </li> <li>● All documents will be blacklined for the May 2<sup>nd</sup> SAEC Board meeting</li> <li>● Signature process for with the LEAs <ul style="list-style-type: none"> <li>➤ SAEC Report on Governance Document <ul style="list-style-type: none"> <li>▪ LEA board must approve this along with the MOU</li> <li>▪ Member Representative signs document (Superintendent)</li> </ul> </li> <li>➤ SAEC Memorandum of Understanding <ul style="list-style-type: none"> <li>▪ LEA board must approve it along with the SAEC Report on Governance</li> <li>▪ Member representative (Superintendent) and your Board President needs to sign it</li> </ul> </li> <li>➤ Send signed copy to Barbara Marshall along with agenda and minutes of the meeting when they are available</li> </ul> </li> </ul>	
5.3	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➤ Do not know what the WIOA allocations are yet</li> <li>➤ It is important to remember that each student is getting the support they need and that we are keeping data up-to-date all the time</li> </ul> </li> <li>● CAEP <ul style="list-style-type: none"> <li>➤ April 2023 <ul style="list-style-type: none"> <li>▪ Apr 30: Student Data due in TOPSPro (Q3)</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Apr 30: Employment and Earnings Follow-up Survey</li> <li>▪ May 2023</li> <li>➤ May 2: CFAD for 2023-24 due in NOVA *</li> <li>➤ June 2023 <ul style="list-style-type: none"> <li>▪ Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)</li> <li>▪ Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li>▪ Jun 30: End of Q4</li> </ul> </li> </ul>	
5.4	<b>ELL Grant – John Werner</b>	<ul style="list-style-type: none"> <li>● This is a 130 million dollar grant over 3 years <ul style="list-style-type: none"> <li>➤ A PowerPoint presentation on how it will happen was presented before they met with CAEAA, ACSA, CDE... <ul style="list-style-type: none"> <li>▪ It got some push back</li> </ul> </li> <li>➤ They will not share the PowerPoint presentation that was given</li> <li>➤ Regional consortium will have to apply for the money <ul style="list-style-type: none"> <li>▪ Heard that not all consortiums will be getting the money</li> <li>▪ They are behind on what they are doing</li> <li>▪ Money is already sitting in the Counselors office earning interest until they figure it out</li> </ul> </li> </ul> </li> </ul>	
5.5	<b>RISDIS – John Werner</b>	<ul style="list-style-type: none"> <li>● Upcoming Navigator Events <ul style="list-style-type: none"> <li>➤ April 13 -15 CCAE State Conference</li> <li>➤ April 17 Growing Health Leaders Conference</li> <li>➤ April 17 CVRCenter - Transition Fair</li> <li>➤ April 25 Career Orientation Presentation at Dinuba HS</li> <li>➤ April 26 Tulare County Support Staff Conference</li> <li>➤ April 27 ESL Giant Trails</li> <li>➤ May 2 Career Orientation Presentation at Dinuba HS</li> <li>➤ May 2 Community Resource Fair</li> </ul> </li> <li>● Suggested that administrators can give Navigators a schedule of things they would like them to attend</li> <li>● Field trips to colleges and be used with CAEP money</li> </ul>	
5.6	<b>Professional Development– John Werner</b>	<ul style="list-style-type: none"> <li>● Professional development options <ul style="list-style-type: none"> <li>➤ CCAE State Conference</li> </ul> </li> </ul>	
5.7	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>● Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> <li>➤ <b>October 2023</b> – SAEC Report: Enrollment and NIF report by Navigators</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ <b>November 2023</b> – SAEC Report: Outcomes, Hanford Adult, Tulare Adult</li> <li>➤ <b>February 2024</b> – Visalia Adult, Corcoran Adult, Lindsay Adult</li> <li>➤ <b>April 2024</b> – College of the Sequoias, Cutler-Orosi</li> </ul>	
5.8	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL – Carmen Becerra <ul style="list-style-type: none"> <li>▪ <del>October 31, 2022</del> 1:30PM – 3:00PM</li> <li>▪ <del>January 20, 2023</del> 1:30PM – 3:00PM</li> <li>▪ April 24, 2023 1:30PM - 3:00PM</li> </ul> </li> <li>➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> <li>▪ <del>September 26, 2022</del> 1:00PM – 3:00PM</li> <li>▪ <del>November 7, 2022</del> 1:00PM – 3:00PM</li> <li>▪ February 27, 2023 1:00PM - 3:00PM</li> <li>▪ April 24, 2023 1:00PM - 3:00PM</li> </ul> </li> <li>➤ AWD– TBD <ul style="list-style-type: none"> <li>▪ <del>September 30, 2022</del> 1:00PM-3:00PM</li> <li>▪ February 10, 2023 1:00PM-3:00PM</li> <li>▪ April 21, 2023 1:00PM-3:00PM</li> </ul> </li> </ul> </li> <li>● Committees for next fiscal year <ul style="list-style-type: none"> <li>➤ Suggest that each committee meet twice a year</li> <li>➤ Meet with leadership to pick best dates</li> <li>➤ Classes in the evening could be canceled so that teachers could meet together</li> </ul> </li> </ul>	
5.9	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> <li>▪ <del>Q1 10.21.22 @ 2:15PM</del></li> <li>▪ <del>Q2 01.20.23 @ 11:00AM</del></li> <li>▪ Q3 04.21.23 @ 11:00AM</li> <li>▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.10	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>● April 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Virtual Meeting</li> <li>➤ Agenda topics <ul style="list-style-type: none"> <li>▪ John will go over what will be presented at the next SAEC Board meeting</li> </ul> </li> </ul> </li> </ul>	
5.11	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting May 2, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> <li>➤ In person meeting at COS</li> <li>➤ John Werner and Heather Keran may not be at the meeting</li> </ul> </li> </ul>	

6	<b>Adjournment</b>	<ul style="list-style-type: none"><li>• Meeting adjourned at 10:52am</li></ul>	<ul style="list-style-type: none"><li>• Motioned to adjourn the meeting by Tami Olson, Visalia Adult School</li><li>• Seconded by Lori Morton, Tulare Adult School</li><li>• Abstained: None</li><li>• Vote:<ul style="list-style-type: none"><li>➤ <b>Approve:</b> All</li><li>➤ <b>Opposed:</b> None</li><li>➤ Motion Carried</li></ul></li></ul>