



SAEC Leadership Committee Meeting

May 20, 2023, 9:45-11:45AM
In Person: COS Sequoias Room 1

Agenda

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](#)
 - [04.20.23 SAEC Leadership Committee Meeting Notes](#)

- 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
 - [2023.24 Report on Consortium Governance](#)
 - [2023.26 SAEC Memorandum of Understanding](#)
 - 2023.24 Preliminary Allocations and CFAD Process

 - Marketing/Outreach - Tami Olson

 - 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

- Apr 30: IELCE Report Due
 - 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
 - May 2 Community Resource Fair
 - May 2 Lindsay Open House
 - May 2 Community Resource Fair in Lindsay
 - May 10 Employment Connection Cross-Training Session
 - May 12 Big Interview Training
- 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
 - TBD
 - ABE/ASE
 - TBD
 - AWD
 - September 19, 2023 1:00PM-3:00PM
 - April 19, 2024 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: 05/25/2023 @ 3:00 - 4:30PM
 - Virtual
 - Agenda topics:

- Next [SAEC Board Meeting](#) on 08.01.23 @ 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	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 9:20am 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 03/23/2023 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia 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"> ● No Comments 	
4	Action Items	<ul style="list-style-type: none"> ● No Action Items 	
5	Information Items		
5.1	Member Effectiveness Presentations in April – John Werner	<ul style="list-style-type: none"> ● Cutler-Orosi and Farmersville and Lindsay adult school did an outstanding job of presenting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● Report on Consortium Governance <ul style="list-style-type: none"> ➢ There is a 20% cap on turnover <ul style="list-style-type: none"> ▪ No policy on how it is to be done ▪ John will follow the Ed Code when explaining it and it will 	

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

		<ul style="list-style-type: none"> ▪ Apr 30: Employment and Earnings Follow-up Survey ▪ May 2023 ➤ May 2: CFAD for 2023-24 due in NOVA * ➤ June 2023 <ul style="list-style-type: none"> ▪ 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 	
5.4	ELL Grant – John Werner	<ul style="list-style-type: none"> ● This is a 130 million dollar grant over 3 years <ul style="list-style-type: none"> ➤ A PowerPoint presentation on how it will happen was presented before they met with CAEAA, ACSA, CDE... <ul style="list-style-type: none"> ▪ It got some push back ➤ They will not share the PowerPoint presentation that was given ➤ Regional consortium will have to apply for the money <ul style="list-style-type: none"> ▪ Heard that not all consortiums will be getting the money ▪ They are behind on what they are doing ▪ Money is already sitting in the Counselors office earning interest until they figure it out 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➤ April 13 -15 CCAE State Conference ➤ April 17 Growing Health Leaders Conference ➤ April 17 CVRCenter - Transition Fair ➤ 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 ● Suggested that administrators can give Navigators a schedule of things they would like them to attend ● Field trips to colleges and be used with CAEP money 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● Professional development options <ul style="list-style-type: none"> ➤ CCAE State Conference 	
5.7	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 	

		<ul style="list-style-type: none"> ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
5.8	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 24, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM ● Committees for next fiscal year <ul style="list-style-type: none"> ➤ Suggest that each committee meet twice a year ➤ Meet with leadership to pick best dates ➤ Classes in the evening could be canceled so that teachers could meet together 	
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"> ➤ 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 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● April 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Agenda topics <ul style="list-style-type: none"> ▪ John will go over what will be presented at the next SAEC Board meeting 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting May 2, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS ➤ John Werner and Heather Keran may not be at the meeting 	

6	Adjournment	<ul style="list-style-type: none">● Meeting adjourned at 10:52am	<ul style="list-style-type: none">● Motioned to adjourn the 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

SAEC Leadership Committee Meeting Notes

April 20, 2023

3:00PM – 4:30PM

Virtual – Via Zoom

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare 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 3:20am by Heather Keran	
1.2	Establish Quorum	<ul style="list-style-type: none">• Quorum Established – No	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none">• Approval of Minutes from 03/23/2023 will be done at our next meeting on 05/02/23 when there is a quorum present	
3	Public Comment	<ul style="list-style-type: none">• No Comments	
4	Action Items	<ul style="list-style-type: none">• No Action Items	
5	Information Items		
5.1	Member Effectiveness Presentations – John Werner	<ul style="list-style-type: none">• To be table until the next meeting, May 2, 2023	
5.2	CCAEC State Conference Debrief – John Werner	<ul style="list-style-type: none">• CCAEC State Conference<ul style="list-style-type: none">➢ In attendance: John Werner, Tami Olson, Brian Brazier, and Art Villarreal➢ Conference was a learning experience for the one's who were attending for the first time➢ SAEC Navigators did a good job of presenting➢ Conference could have had a better flow of presenters	

		<ul style="list-style-type: none"> ▪ Had high draw presenters on the same hours and the same days ➤ It was a little publisher heavy ➤ Overall it was a good conference 	
5.3	Governance – John Werner	<ul style="list-style-type: none"> ● Report on Consortium Governance <ul style="list-style-type: none"> ➤ Not a big update ➤ Left carry over section basic – Will not be able to do much with it until next year ● SAEC Memorandum of Understanding <ul style="list-style-type: none"> ➤ Removed program committees under the SAEC Board <ul style="list-style-type: none"> ▪ Did not change organization chart but can add to it later ● Preliminary Allocations and CFAD Process <ul style="list-style-type: none"> ➤ Will vote on May 2, 2023 and then load it into NOVA ➤ Superintendents will need to go in and click approve after the meeting ● COLA may drop <ul style="list-style-type: none"> ➤ If Cola changes then the beneficiary's amounts will change in the MOU <ul style="list-style-type: none"> ▪ Will vote on MOU by email if there is a change ➤ Wait to send governance docs to your LEA's until June for final budget ● June signature process for with the LEAs <ul style="list-style-type: none"> ➤ SAEC Report on Governance Document <ul style="list-style-type: none"> ▪ LEA board must approve this along with the MOU ▪ Member Representative signs document (Superintendent) ➤ SAEC Memorandum of Understanding <ul style="list-style-type: none"> ▪ LEA board must approve it along with the SAEC Report on Governance ▪ Member representative (Superintendent) and your Board President needs to sign it ➤ Send signed copy to Barbara Marshall along with agenda and minutes of the meeting when they are available 	
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5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➤ 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 ● Navigators are busy ● Lori met with Maribel regarding update on programs 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● Professional development options <ul style="list-style-type: none"> ➤ CASAS Summer Institute 2023, June 12-15 <ul style="list-style-type: none"> ▪ Registration is cheaper to attend in person than virtually ▪ Separate cost for TE sessions that are virtual 	
5.7	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 ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
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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"> ➤ 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 • Will help with Qtr 3 data clean up this Friday <ul style="list-style-type: none"> ➤ Best to have someone there ➤ Will create a hyper link in the agenda so they can do it on their own if they do not show up. 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> • May 02, 2023 @ 9:45am – 11:45am <ul style="list-style-type: none"> ➤ At COS ➤ Agenda topics ➤ John Werner may not be at the meeting 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> • Next meeting May 2, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS ➤ John Werner may not be at the meeting and Heather Keran will take over for him 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 3:38am 	➤