



## SAEC Leadership Committee Meeting

May 23, 2024, 3:00PM - 4:30PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88587680489?pwd=S3Vld1ZZTmFqbWVGZENSVVkxWExNUT09>

Meeting ID: 885 8768 0489

Passcode: 952141

One tap mobile

+16699009128,,88587680489#,,,,\*952141#

Dial by your location

• +1 669 900 9128 US (San Jose)

Co-Chairs: Heather Keran and Jonna Schengel

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### Agenda

- Opening Business
  - Call to Order
  - Welcome and Introductions
  
- Approval of Minutes
  - [05.07.24 SAEC Leadership Committee Meeting Minutes.docx](#)
  
- Action Items:
  - NA
  
- 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:
  - HSD Graduation Requirements
    - Existing member board policy review
  
  - Marketing and Outreach
    - KMPH - (John)
    - Momentum Broadcasting - Spanish Radio Station Invoice (Tami)
  
  - Professional Development Day/SAEC Summit
    - Combine Summit with CCAE or other suggestions
  
  - Innovators by Design
    - CTE presentation on Adult Schools
      - Navigators would present

- Hanover Research
  - Program Evaluation
    - Focus: Retention
- SAEC Senior Admin Assistant Position
- CAEP Model Program Nominations Open
  - <https://caladulthood.org/Practice/Nomination>
  - Closes 5/30/24
- Deliverables and Updates- John Werner
  - WIOA Title II
    - WIOA Adult Education Personnel Information (07.15.24)
    - WIOA end-of-Year Data, TOPSpro Enterprise (07.15.24)
    - WIOA II Employment and Earnings Follow-up Survey (07.15.24)
    - WIOA II End-of-Year Certification Letter (07.15.24)
    - WIOA II End-of-Year Data Integrity Report (07.15.24)
    - WIOA II Payment Points Summary Report (07.15.24)
  - CAEP
    - AEP 21/23 and 23/24 Member Expense Report due in NOVA (Q3) (06.01.24)
    - AEP 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) (06.30.24)
    - AEP End of Q4 (06.30.24)
    - Student Date due in TOPSPro (Q4) (07.15.24)
- CAEP Funding Model Reimagined
- RISDIS (reminder)
  - Upcoming Navigator Events
    - Service Provider Meeting June 5, 2024
      - Evette
    - PACT Meeting June 6, 2024
      - Carmen
    - Backpack Giveaway (Cutler-Orosi) (Sat.) August 10, 2024
      - Lopez
    - Academic & Career Coaching for Student Success September 9 - 12, 2024
      - Lopez (9:00am - 12:00pm)
- 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](#)

- CASAS Summer Institute
  - May 17-29, 2024
  - Anaheim
  - Registration is still open. Overflow hotel only now

**Reminders:**

- Draft Member Effectiveness Report Schedule:
  - Draft Schedule for 2024-2025
    - October 2024 - SAEC Report: Enrollment and NIF Report by Navigators
    - November 2024 - SAEC Report Outcomes, Hanford Adult, Tulare Adult
    - February 2025 - Corcoran Adult, Lindsay Adult, Visalia Adult
    - April 2025 - 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: TBA after discussion
      - Location for next fiscal year (Sites, Tulare Connections?)
      - Do we want to have any evening Program Committee Meeting
  
  - ESL
 

● September 27, 2024	1:30 - 3:00PM	Friday
● April 4, 2025	1:30 - 3:00PM	Friday
  
  - ABE/ASE
 

● September 9, 2024	1:30 – 3:00PM	Monday
● April 7, 2025	1:30 – 3:00PM	Monday
  
  - AWD
 

● September 20, 2024	1:30 – 3:00PM	Friday
● April 18, 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
    - 07.05.24 @ 11:00AM
  
- Next Leadership Committee Meeting Agenda - Heather Keran
  - Next Meeting: 06/20/2024 @ 3:00PM - 4:30PM? (CASAS)
  - Virtual
  - Agenda topics:
  
- Next [SAEC Board Meeting](#) on 08.20.24 @ 8:00 - 9:30AM - John Werner
  - At COS

- Adjournment

## SAEC Leadership Committee Meeting Minutes

May 7, 2024

9:45 AM – 11:30 AM

COS, Sequoias Room 1

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** 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

	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 9:51 am</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Minutes from 04/02/2024</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve Minutes by Victoria Guzman, Cutler-Orosi Adult School</li> <li>● Seconded by Amalia Lopez, Lindsay Adult School</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ <b>Abstain:</b> Art Villarreal</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● NA</li> </ul>	
4.1	<b>Marketing and Outreach – John Werner</b>	<ul style="list-style-type: none"> <li>● Radio – Do we want to continue               <ul style="list-style-type: none"> <li>➢ It would run about \$1,528.00 per school for English radio ads – between 10 schools                   <ul style="list-style-type: none"> <li>▪ Concern that the cost would be hard for smaller schools                       <ul style="list-style-type: none"> <li>● Exeter has a little money they can share with this year’s budget</li> </ul> </li> <li>▪ Will run 21 spots Monday – Sunday, July - November</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve ads by Amalia Lopez, Lindsay Adult School</li> <li>● Seconded by Lori Morton, Tulare Adult School</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>

5	<b>Information Items</b>		
5.1	<b>HSD Graduation Requirements – John Werner</b>	<ul style="list-style-type: none"> <li>● Discussions <ul style="list-style-type: none"> <li>➤ Will we see a drop increase in K-12</li> <li>➤ Will be considered a transfer when students are past 18 years of age</li> <li>➤ Have safe guards in place for high schools and adult schools</li> <li>➤ Data for implementation model <ul style="list-style-type: none"> <li>▪ Hunting Beach, Northern schools or local</li> </ul> </li> <li>➤ Delineate the difference between K12 Charter vis an Adult Charter disruption</li> <li>➤ Be aware of push backs within our school sites</li> <li>➤ Separate any students that graduated within the last 2 years with something that exempted them</li> <li>➤ When we dropped state requirements last adult schools mainly saw adults not High School Seniors</li> <li>➤ Cannot attend adult schools until after the age of 18</li> <li>➤ Do we see drove of students leaving with less credit?</li> </ul> </li> <li>● Other schools out there <ul style="list-style-type: none"> <li>➤ They reclass students as 9<sup>th</sup> graders to get ADA</li> <li>➤ Students can take the same class more than once and get credit but when they go to adult schools both credits cannot count toward graduation</li> <li>➤ Prolong enrollment</li> </ul> </li> </ul>	
5.2	<b>CAEP Model Program Nominations – John Werner</b>	<ul style="list-style-type: none"> <li>● CAEP Model Program nominations are still open</li> <li>● Good way to get recognition a program</li> </ul>	
5.3	<b>Marketing and Outreach – John Werner</b>	<ul style="list-style-type: none"> <li>● Met with KMPH for a marketing campaign</li> <li>● TV and Ad Supported Streaming TV Agreements (All with 6-month commitment) <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> agreement: \$5,595 a month (\$33,570) <ul style="list-style-type: none"> <li>▪ Can reach +376,000 (impressions) people a month</li> <li>▪ 2<sup>nd</sup> agreement: \$4,600 a month (\$27,600) <ul style="list-style-type: none"> <li>○ Can reach +306,000 (impressions) people a month</li> </ul> </li> <li>▪ 3<sup>rd</sup> agreement: \$3,595 a month (\$21,570) <ul style="list-style-type: none"> <li>○ Can reach +180,000 (impressions) people a month</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Leadership Committee will come back and think of retention strategies</li> </ul>

		<ul style="list-style-type: none"> <li>● KMPH.com <ul style="list-style-type: none"> <li>➤ Display Ad Banners: \$10 CPM</li> <li>➤ Video Ads: \$30 CPM (:15 commercial)</li> <li>➤ \$500 Monthly budget delivers 50,000 clickable display ads</li> <li>➤ \$500 Monthly budget delivers 16,660 :15 clickable TV commercials (static banner Ads)</li> <li>➤ Total unique visitors: 1,123,020</li> <li>➤ Total page views: 6,896,606</li> <li>➤ Videos Viewed: 304,461</li> <li>➤ Live views: 38,727</li> <li>➤ Avg pages viewed: 2.4</li> <li>➤ Avg time spend on site: 1.20</li> </ul> </li> <li>● Community Calendar <ul style="list-style-type: none"> <li>➤ Audio and video recognition in a minimum of 20 Community Calendar announcements per week</li> </ul> </li> <li>● KMPH New App <ul style="list-style-type: none"> <li>➤ Pageviews: 650,473</li> <li>➤ App Users: 9,209</li> <li>➤ App Sessions: 99,290</li> <li>➤ Screens Per Visit: 5.1</li> <li>➤ Live Broadcast Views: 1,950</li> <li>➤ Video Views: 1,404</li> </ul> </li> <li>● KMPH Newsletter <ul style="list-style-type: none"> <li>➤ Averages over 18,600 sent emails each week with over 5,000 cumulative opens</li> </ul> </li> <li>● Questions <ul style="list-style-type: none"> <li>➤ Does it need to be 6 months in a row <ul style="list-style-type: none"> <li>○ Answer – No</li> </ul> </li> </ul> </li> </ul>	
5.4	<b>PD Calendar – John Werner</b>	<ul style="list-style-type: none"> <li>● Leadership gave names and emails of Admin. Assistants they want to receive notification from our PD calendar</li> </ul>	
5.5	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Expects COLA to be zero</li> <li>● John Werner will get out the Annual Plan to everyone at the next meeting</li> </ul>	

5.6	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➤ WIOA Adult Education Personnel Information (07.15.24)</li> <li>➤ WIOA end-of-Year Data, TOPSpro Enterprise (07.15.24)</li> <li>➤ WIOA II Employment and Earnings Follow-up Survey (07.15.24)</li> <li>➤ WIOA II End-of-Year Certification Letter (07.15.24)</li> <li>➤ WIOA II End-of-Year Data Integrity Report (07.15.24)</li> <li>➤ WIOA II Payment Points Summary Report (07.15.24)</li> </ul> </li> <li>● CAEP <ul style="list-style-type: none"> <li>➤ Governance Document (5.02.24)</li> <li>➤ CFAD 2024-25 (05.02.24)</li> <li>➤ AEP 21/23 and 23/24 Member Expense Report due in NOVA (Q3) (06.01.24)</li> <li>➤ AEP 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) (06.30.24)</li> <li>➤ AEP End of Q4 (06.30.24)</li> <li>➤ Student Date due in TOPSPro (Q4) (07.15.24)</li> </ul> </li> </ul>	
5.7	<b>CAEP Funding Model Reimagined – John Werner</b>	<ul style="list-style-type: none"> <li>● Everyone has seen it</li> <li>● Noticing that the WIOA metrics people are understanding how important they are outside of administration</li> </ul>	
5.8	<b>RISDIS – John Werner</b>	<ul style="list-style-type: none"> <li>● Navigators are backing out of events <ul style="list-style-type: none"> <li>➤ Backpack Giveaway at Cutler-Orosi only needs one Navigator</li> </ul> </li> </ul>	
5.9	<b>Professional Development– John Werner</b>	<ul style="list-style-type: none"> <li>● CAEP Consortium Management Series <ul style="list-style-type: none"> <li>➤ <a href="https://register.caladulted.org/">https://register.caladulted.org/</a></li> </ul> </li> <li>● Advancing Adult Education Website <ul style="list-style-type: none"> <li>➤ <a href="https://caladulted.org/Practice">https://caladulted.org/Practice</a></li> </ul> </li> <li>● CCAE State Conference <ul style="list-style-type: none"> <li>➤ Anaheim California, May 9 – 11, 2024</li> <li>➤ <a href="#">Registration</a></li> </ul> </li> <li>● CASAS Summer Institute <ul style="list-style-type: none"> <li>➤ May 17 – 29, 2024</li> <li>➤ Anaheim</li> <li>➤ Registration is still open</li> </ul> </li> </ul>	

5.10	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>• New draft schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Will look at it at the next meeting</li> </ul>
5.11	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>• Program Area Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL <ul style="list-style-type: none"> <li>▪ April 5, 2024 1:00PM-3:00PM</li> </ul> </li> <li>➤ ABE/ASE <ul style="list-style-type: none"> <li>▪ April 8, 2024 1:00PM-3:00PM</li> </ul> </li> <li>➤ AWD <ul style="list-style-type: none"> <li>▪ April 19, 2024 1:00PM-3:00PM</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Will discussion location sites at next meeting</li> </ul>
5.12	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>• SAEC Data Community of Practice meeting dates (Virtual): <ul style="list-style-type: none"> <li>➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> <li>▪ <del>Q1 10.20.23 @ 11:00AM</del></li> <li>▪ <del>Q2 01.19.24 @ 11:00AM</del></li> <li>▪ <del>Q3 04.19.24 @ 11:00AM</del></li> <li>▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.13	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>• May 23, 2024 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Virtual</li> </ul> </li> </ul>	
5.11	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>• Next meeting August 20, 2024 at 8:00am – 9:30am <ul style="list-style-type: none"> <li>➤ In person meeting at COS</li> <li>➤</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 12:23pm</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to adjourn meeting by Heather Keran, Hanford Adult School</li> <li>• Seconded by Victoria Guzman, Cutler-Orosi 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>