



## SAEC Leadership Committee Meeting

May 26, 2022

3:00PM-4:30PM

Agenda

### Join Zoom Meeting

[https://us02web.zoom.us/j/86596510110?pwd=AhQSF0FKtAivws\\_nq1y\\_zQnbxXprz.1](https://us02web.zoom.us/j/86596510110?pwd=AhQSF0FKtAivws_nq1y_zQnbxXprz.1)

Meeting ID: 865 9651 0110

Passcode: 020343

### One tap mobile

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### Dial by your location

+1 669 900 9128

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
- Approval of Minutes - Minutes from 5.03.22
  - [05.03.22 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:
  - SAEC Three Year Plan 2022.25 - John Werner
    - NOVA Process
  - SAEC Annual Plan 2022.23 NOVA Process
    - Consortium level
    - Member level: Budget and work plans
  - SAEC Governance Documents 2022/23
    - Local Board Process
    - SAEC CFAD

- Update based on CA State Budget May Revise
- Deliverables and Updates- - Heather Keran
  - WIOA Title II
    - Deliverables for 2021-22:
      - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
    - WIOA -
  - CAEP Quarter 3 Fiscal Reports and Student Data Reminder
    - All CAEP Due Dates: <https://caladulthood.org/DueDates>
- Curriculum -
  - Edgenuity Contract Status update
    - Local Board Process and Status Check
    - Course update process
    - Plagiarism Checking Feature: Professional Development Event
      - Edgenuity lead: Lori Alverson, 909.239.1607, [Lori.Alverson@imaginelearning.com](mailto:Lori.Alverson@imaginelearning.com)
        - To schedule the webinar:
          - <http://www.imaginelearning.com/pdscheduling>
      - Participants: Larriann Torrez (PAS), Diane Townsend (VAS), Tiffany Bridgewater Rowe (VAS), Oscar Moreno Espinoza (LAS), Gracie Flores (LAS), Beth Tolentino (HAS), Jill Geaney (HAS)
      - Status Update: Pending date selection from targeted staff. D Townsend said the tool is very easy to use and to hold off on scheduling the PD event pending further feedback from her.
- Tony Moore Speaks Project Discussion
- 2022.23 SAEC Back to School Professional Development Summit

### **Reminders:**

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
  - Possible schedule for 2022-2023:
    - 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, Lindsay Adult
    - March 2023 – Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
  - Emails for newly hired teachers
  - ESL – Carmen Becerra
    - October 3, 2022 1:30PM - 3:00PM
    - January 20, 2023 1:30PM - 3:00PM
    - April 3, 2023 1:30PM - 3:00PM (TBD)
  - ABE/ASE – Maribel Delgado
    - September 26, 2022 1:00PM - 3:00PM
    - October 31, 2022 1:00PM - 3:00PM
    - February 27, 2023 1:00PM - 3:00PM
    - April 24, 2023 1:00PM - 3:00PM

- AWD– Sylvia Perez
      - September 30, 2022 1:00PM-3:00PM
      - November 5, 2022 1:00PM-3:00PM (TBD)
      - February 10, 2023 1:00PM-3:00PM
      - April 21, 2023 1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
  - ~~Q1 10.22.21 @ 2:15PM~~
  - ~~Q2 01.21.22 @ 11:00AM~~
  - ~~Q3 04.22.22 @ 11:00AM~~ (Revised from 04.29.22)
  - Q4 06.30.22 @ 11:00AM and/or  
07.07.22 @ 11:00AM
  - 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
  - 06.23.22 @ 3-4:30PM AM
  - Agenda topics:
    - 2022.23 State Budget Update and Final Allocations
    - 2022.23 SAEC Back to School Professional Development Summit
    - Status check on Edgenuity contracts
    - Status check on MOU and SAEC Governance Doc local action
    - Review deliverable due dates
    - Review 2022.23 annual plan process (consortium and members submit)
    - Review submission of Program Area Report for 2021.22 Fiscal Year (submit in September)
- Next SAEC Board Meeting on 08.02.22 @ 8:00AM - John Werner
  - Agenda topics:
    - Board Co-Chair Selection (Double check are Brent and Yolanda on Year 1 of 2)
    - SAEC 2022.23 Annual Plan (Action Item)
    - SAEC MOU 2022.23 Amendment (pending COLA revise)
    - SAEC 2022.23 Allocation Amendment (pending COLA revise)
    - Sunrise SAEC Member Effectiveness Reports for 2022.23 cycle
      - Start with SAEC Report on Consortium Effectiveness in Oct
- Adjournment

## SAEC Leadership Committee Meeting Minutes

May 3, 2022

9:15AM-11:00AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Renatta DeFever; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Linda Rosenberg, Mathematica; 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 9:17am 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> | <ul style="list-style-type: none"> <li>● Introduced Linda Rosenberg and Renatta DeFever from the Career Navigator Training Pilot</li> </ul> |  |
| 2   | <b>Approval of Minutes/Notes</b> | <ul style="list-style-type: none"> <li>● Approval of Minutes from 04.21.2022</li> </ul>   | <ul style="list-style-type: none"> <li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained:</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Abstained:</b> Amalia Lopez</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul> |
| 3   | <b>Public Comment</b>            |   |  |
| 4   | <b>Action Items</b>              | <ul style="list-style-type: none"> <li>● Approval of virtual meetings for the month of May</li> </ul>                                       | <ul style="list-style-type: none"> <li>● Motioned to approve minutes by Tami Olson, Visalia Adult School</li> <li>● Seconded by Erika DeLaCruz, Farmersville Adult School</li> <li>● Abstained:</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>   |

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| 5   | <b>Information Items</b>   |   |  |
| 5.1 | <b>Career Navigator Training Pilot – Renatta DeFever and Linda Rosenberg</b> | <ul style="list-style-type: none"> <li>● This is a professional Development Opportunity “Connecting Adults to Success: Evaluation of Career Navigator Training” <ul style="list-style-type: none"> <li>➢ It is funded by the U.S. Department of Education</li> <li>➢ Training will be free of charge</li> <li>➢ Overview of study <ul style="list-style-type: none"> <li>▪ CATS is a study of career navigation: It will provide participating providers career navigators with free training in core competencies</li> </ul> </li> </ul> </li> <br/> <li>● They offer 2 training types <ul style="list-style-type: none"> <li>➢ Facilitating Career Development Training <ul style="list-style-type: none"> <li>▪ Provides career navigators with relevant skills and knowledge to assist adult learners in planning careers and obtaining meaningful work</li> <li>▪ Delivered in 120 hours over 12-15 weeks (8-10 hours per week)</li> <li>▪ Led by a certified instructor with a combination of online synchronous instruction, online activities, and fieldwork components</li> <li>▪ Prepares career navigators to apply for the Certified Career Services Provider (CCSP) credential</li> </ul> </li> <li>➢ Navigating Pathways to Opportunity Online Training Course <ul style="list-style-type: none"> <li>▪ Helps career navigators identify the key components of navigation and explore the skills, resources, and partnerships needed to be an effective navigator</li> <li>▪ Delivered in 24 hours over 6-8 weeks (3-4 hours per week), plus an introductory 3-hour Finding True North training</li> <li>▪ Facilitated by a trainer with asynchronous online modules, discussion boards, and weekly independent assignments</li> <li>▪ Supports career navigators to develop a Navigator Program Plan to use with adult learners</li> </ul> </li> </ul> </li> <br/> <li>● Other information shared with the Leadership Committee <ul style="list-style-type: none"> <li>➢ Eligibility requirements</li> <li>➢ What participating providers agree to</li> <li>➢ How the study will work</li> <li>➢ Data the study will collect</li> <li>➢ Adult learner enrollment in the study</li> <li>➢ Study timeline</li> </ul> </li> </ul> |  |

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|     |   | <ul style="list-style-type: none"> <li>● Leadership Committee follow up discussion <ul style="list-style-type: none"> <li>➢ Everyone agreed they could only participate in the shorter program</li> <li>➢ Do they want consortium wide data or data by site because not all sites have a navigator?</li> <li>➢ Schools use different programs for data collection</li> <li>➢ Would like to send counselors and some admin.</li> <li>➢ Need to check CBA to see if they can be paid to do this program</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>● John will confirm information: <ul style="list-style-type: none"> <li>○ Collection of data</li> <li>○ Can information be transported from TOPs (Bulk data transfer)</li> <li>○ Do they have a data tracking system</li> <li>○ Can only do shorter course</li> <li>○ Check CBA</li> </ul> </li> </ul> |
| 5.2 | <b>SAEC Three Year Plan 2022.25 – John Werner and Mitch Rosin</b> | <ul style="list-style-type: none"> <li>● It has been approved by the SAEC Membership Board <ul style="list-style-type: none"> <li>➢ Has been loaded into NOVA</li> <li>➢ Superintendents just need to approve it</li> </ul> </li> <li>● Will start working on the annual plan during the summer</li> </ul>  |   |
| 5.3 | <b>SAEC Governance Documents 2022/23 – John Werner</b>            | <ul style="list-style-type: none"> <li>● Governance documents approved by the SAEC Membership Board <ul style="list-style-type: none"> <li>➢ Local LEA boards take individual action to approve</li> <li>➢ Superintendent signs document</li> <li>➢ Return document, the LEA board agenda and the LEA board minutes to <a href="mailto:bmarshall@vusd.org">bmarshall@vusd.org</a></li> <li>➢ If you have a new superintendent coming in you may want to wait until July to have it approve by LEA boards so it will not have to be done twice</li> </ul> </li> <li>● CFAD will be loaded today <ul style="list-style-type: none"> <li>➢ Superintendents will approve it in NOVA</li> </ul> </li> <li>● MOU has been approved by the SAEC Membership Board <ul style="list-style-type: none"> <li>➢ Local LEA boards take individual action to approve</li> <li>➢ MOU is signed by both the LEA board president and the superintendent</li> <li>➢ Return document, the LEA board agenda and the LEA board minutes to <a href="mailto:bmarshall@vusd.org">bmarshall@vusd.org</a></li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● John and Barbara will get information out to the SAEC Board, secretaries and Leadership Committee on processing the Governance documents, CFAD and MOU</li> </ul>  |
| 5.4 | <b>Deliverables and Updates – Heather Keran</b>                   | <ul style="list-style-type: none"> <li>● WIOA <ul style="list-style-type: none"> <li>➢ WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan <ul style="list-style-type: none"> <li>▪ Deliverables for 2021-22: <a href="https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp">https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp</a></li> </ul> </li> <li>➢ WIOA application <ul style="list-style-type: none"> <li>▪ <a href="https://drive.google.com/drive/u/0/folders/1PIIPTS6QrM Nm6i67MCXCT2Z-EaIMHAYJ">https://drive.google.com/drive/u/0/folders/1PIIPTS6QrM Nm6i67MCXCT2Z-EaIMHAYJ</a></li> </ul> </li> </ul> </li> </ul>  |   |

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| 5.5 | <b>Curriculum</b>  | <ul style="list-style-type: none"> <li>● Edgenuity (Imagine Learning) <ul style="list-style-type: none"> <li>➢ Approved today by the SAEC Board</li> <li>➢ Course update progress <ul style="list-style-type: none"> <li>▪ Diane will update in June</li> </ul> </li> <li>➢ New plagiarism training tool</li> </ul> </li> <li>● If you are doing new teacher training please let everyone know</li> </ul>   |   |
| 5.6 | <b>Tony Moore Speaks Project Discussion – John Werner</b>          | <ul style="list-style-type: none"> <li>● SAEC Board members seemed interested <ul style="list-style-type: none"> <li>➢ Link for more information<br/><a href="https://www.youtube.com/watch?v=Co_yqPT5sek">https://www.youtube.com/watch?v=Co_yqPT5sek</a></li> </ul> </li> <li>● John will work on what the training will look like and check on the price tag to bring him out and will bring that information to the SAEC Board</li> </ul>   |   |
| 5.7 | <b>2022.2. SAEC Back to School Professional Development Summit</b> | <ul style="list-style-type: none"> <li>● After much discussion there was not a date that would work for everyone</li> </ul>   | <ul style="list-style-type: none"> <li>● John will meet with a breakout group to discuss what PD they can bring to the teachers and will bring it to the next Leadership meeting</li> </ul> |
| 5.8 | <b>Reminders – John Werner</b>                                     | <ul style="list-style-type: none"> <li>● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> <li>➢ <del>October – John will share a whole consortium report</del></li> <li>➢ <del>November 2021 – Hanford Adult, Tulare Adult</del></li> <li>➢ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➢ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➢ <del>March 2022 – Cutler-Orosi, Farmersville</del></li> </ul> </li> <li>● Governance Committee Meetings <ul style="list-style-type: none"> <li>➢ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> <li>▪ <del>October 1, 2021</del></li> <li>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➢ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></li> <li>▪ <del>April 25, 2022</del></li> </ul> </li> <li>➢ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ <del>October 8, 2021</del></li> <li>▪ <del>November 12, 2021</del></li> </ul> </li> </ul> </li> </ul> |   |

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|     |   | <ul style="list-style-type: none"> <li>▪ <del>February 11, 2022</del></li> <li>▪ <del>April 22, 2022</del></li> </ul> <ul style="list-style-type: none"> <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➤ <del>Q1: 10.22.21 @ 11:00am</del></li> <li>➤ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➤ Q3: 04.22.22 @11:00am (Revised from 04/29/22)</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> <li>● Data Community of Practice <ul style="list-style-type: none"> <li>➤ Will move July 8<sup>th</sup> to July 7<sup>th</sup> and try to add a June 30<sup>th</sup> date</li> <li>➤ Visalia Unified School District will be working on 10 hour days, 4 days a week during this time</li> </ul> </li> </ul>      |  |
| 5.9 | <b>Next Leadership Committee Meeting Agenda – Heather Keran</b> | <ul style="list-style-type: none"> <li>● Next meeting will be 05/26/22 at 3:00 – 4:30pm <ul style="list-style-type: none"> <li>➤ Agenda topics: <ul style="list-style-type: none"> <li>▪ 2022.23 SAEC Back to School Professional Development Summit</li> <li>▪ Status check on Edgenuity contracts</li> <li>▪ Status check on MOU and SAEC Governance Doc local action</li> <li>▪ Review deliverable due dates</li> <li>▪ Review 2022.23 annual plan process (consortium and members submit)</li> <li>▪ Review submission of Program Area Report for 2021.22 Fiscal Year (submit in September)</li> </ul> </li> </ul> </li> </ul>   |  |
| 5.7 | <b>Next SAEC Board Meeting</b>                                  | <ul style="list-style-type: none"> <li>● Next meeting 08/02/2022 <ul style="list-style-type: none"> <li>➤ This will be an in-person meeting</li> <li>➤ Agenda topics: <ul style="list-style-type: none"> <li>▪ Co-chair selection <ul style="list-style-type: none"> <li>○ Brent Calvin and Yolanda Valdez have been on it for 2 years</li> </ul> </li> <li>▪ SAEC 2022.23 Annual Plan (Action Item)</li> <li>▪ SAEC MOU 2022.23 Amendment (pending COLA revise)</li> <li>▪ SAEC 2022.23 Allocation Amendment (pending COLA revise)</li> <li>▪ Sunrise SAEC Member Effectiveness Reports for 2022.23 cycle <ul style="list-style-type: none"> <li>○ Start with SAEC Report on Consortium Effectiveness in Oct</li> </ul> </li> </ul> </li> </ul> </li> </ul> |  |



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| 6 | <b>Adjournment</b> | <ul style="list-style-type: none"><li>● Meeting adjourned at 11:21am</li></ul> | <ul style="list-style-type: none"><li>● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School</li><li>● Seconded by Tami Olson, Visalia 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> |
|---|--------------------|--|--|