



SAEC Leadership Committee Meeting
September 6, 2022, 9:15AM - 10:15AM
Virtual via Zoom

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/82498894667?pwd=Z1pyOFkyTzRObjkzRk5lWEIPbmdEUT09>

Meeting ID: 824 9889 4667

Passcode: 475115

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 - Minutes from 8.25.22
 - Minutes: [08.25.22 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:
 - Virtual Leadership Committee Meeting September 22, 2022
- 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
 - [Amended SAEC 2022.25 MOU](#) Status Update
 - Contains revised beneficiary district and SAEC Office amounts
 - SAEC Board Action: Approved on 8.2.22
 - LEA approval status update
 - SAEC Report on Consortium Governance Status Update
 - SAEC Board: approved in May, 2022
 - LEA approval status update
 - SAEC Annual Plan 2022.23 NOVA Process

- Due 9/30/2022
- SAEC Board to take action on 8.2.22
- Consortium level: John will load and send member reps a link to approve.
- Deliverables and Updates- - Heather Keran
 - WIOA Title II
 - Deliverables for 2022-23:
 - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
 - RFA release date: 9.1.22
 - Send Mitch copies of the data tables you use for the DoE
 - DoE due by September 30th
 - Progress share out from each member
 - CAEP Quarter 4 Fiscal Reports and Student Data Reminder
 - All CAEP Due Dates: <https://caladulthood.org/DueDates>
 - CAEP Program Hours and Expenditures Report (reminder)
 - Normally due September 1 of each year. Due date bumped back pending release of guidance.
 - Professional Development
 - SAEC 2022/23 Professional Development Summit
 - <https://sequoiasadulthood.com/SAECPROFESSIONALDEVELOPMENT2022.asp>
 - This web page is your one stop shop for registration, schedules, session evaluation forms, and after the event is over...all available recordings, ppts, handouts
 - [Attendance](#)
 - [Session Evaluations](#)
 - CCAE Central Section 2022.23 Winter Conference
 - November 4, 2022
 - Hybrid from Bakersfield Adult School
 - Cost: TBD
 - Registration Link: Pending
 - CCAE State Conference 2023
 - April 12-15, 2023
 - Oakland, CA
 - Registration link not up yet
 - CAEAA State Conference 2023
 - February 2, 2023
 - Virtual
 - Registration link not up yet
 - COABE National Conference 2023
 - April 2-5, 2023
 - Atlanta, GA
 - [Registration and Hotel Links](#)
 - RISDS Staffing Update

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 17, 2023 1:30PM - 3:00PM
 - 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– TBD
 - September 30, 2022 1:00PM-3:00PM
 - November 4, 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:
 - 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
 - 09.22.22 @ 3:00PM
 - Agenda topics:
- Next [SAEC Board Meeting](#) on 10.04.22 @ 8:00AM - John Werner
 - Agenda topics:

- Adjournment

SAEC Leadership Committee Meeting Minutes

August 25, 2022

3:00PM-4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran 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; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay 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 3:04pm 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 08/02/22 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Amalia Lopez, Lindsay Adult School ● Abstained: Heather Keran, Hanford Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: One ➢ Opposed: None ➢ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the September 6, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the September 6, 2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: None

			<ul style="list-style-type: none"> ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> ● Amended 2022.23 CFAD Status Updated <ul style="list-style-type: none"> ➤ All members have approved it in NOVA ➤ SAEC Board Action: Approved on 08/02/22 ● Amended SAEC 2022.25 MOU and Governance Documents <ul style="list-style-type: none"> ➤ Will give everyone until mid-September to get MOU and Governance Documents approved by their local boards ➤ Copies are to be given to Barbara Marshall ● SAEC Annual Plan <ul style="list-style-type: none"> ➤ Template does not align with the 3-year plan ➤ John is currently working on it ➤ Will take to SAEC Board on September 6th for action ➤ Once done it will be submitted in NOVA with all superintendents clicking on the submit button <ul style="list-style-type: none"> ▪ This will open it up for schools to click what part of the annual plan they are doing at their sites <ul style="list-style-type: none"> ○ Due September 30th 	
5.2	Deliverables & Updates – John Werner	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Application for eligibility will not open up until September 1st ➤ You can pull the RFA and start working on it to figure which 2 years you want to work in ➤ Start round up data as soon as you can ➤ Copy the table from TE that you pulled and sent it to Mitch as soon as possible <ul style="list-style-type: none"> ▪ He will start writing the narratives ● CAEP Program Hours and Expenditure Report is due September 1st 	
5.3	Curriculum – John Werner	<ul style="list-style-type: none"> ● Reminder that EI Civics modules available in Google Drive as a resource to staff <ul style="list-style-type: none"> ➤ Google drive has been shared with instructors for the last few years ➤ It was mentioned that EI Civics exchange has helpful information for teachers to use <ul style="list-style-type: none"> ▪ https://elcivics.otan.us/ 	

5.4	Professional Development – John Werner	<ul style="list-style-type: none"> ● SAEC Professional Development Summit <ul style="list-style-type: none"> ➤ Evening PD turned out better than last year ➤ Had good feedback from presenters ➤ Have not gone through evaluations yet ● John Werner shared that he would like to give a presentation for Administrators in the next few weeks 	
5.5	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ➤ 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 ● John may not be able to do his report in October but will do a report in November on literacy gains and degree credentials ● Adam Peck will do an economic report and the Navigators will do an effectiveness report in October ● Plan on having Proteus present on September 6th ● John Werner has confirmed that we can meet by zoom until 2024 	
5.6	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 3, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ 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– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ November 4, 2022 1:00PM-3:00PM (TBD) ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	

5.7	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 	
5.8	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● September 6, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Virtual meeting ➢ Hope to have Mitch come in and talk about DoE – discussion on the data 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting September 6, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:12pm 	<ul style="list-style-type: none"> ● Motioned to adjourn by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried