SAEC Leadership Committee Meeting

September 21, 2023, 3:00-4:30PM

Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
    - Call to Order
    - Welcome and Introductions

- Approval of Notes and Minutes
    - 08.24.23 SAEC Leadership Committee Meeting Minutes.docx

- 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:

    - SAEC Board Meeting 10.3.23 (at COS)
        - Economic Outlook Report - Adam Peck
        - Executive Director Report to the Board
            - Enrollment Data

- Fiscal Data
- Accomplishment towards Annual Plan

■ Navigators NIF Presentation

○ Governance
■ SAEC 2023.24 Annual Plan Status Update–John
● [SAEC Annual Plan 2023.24 (consortium plan)](#)
● [Member 2023.24 Workplans and Budgets in NOVA](#)–John

○ [CAEP Promising Practices Interview Committee](#) Visit Debrief–John
■ COS September 6, 2023
■ VAS September 8, 2023

○ Deliverables and Updates- John Werner
■ WIOA Title II
● Deliverables for 2023.24

■ CAEP Quarter 4 Fiscal Reports and Student Data Reminder
● [CAEP](#)

■ CAEP Program Hours and Expenditures Report

○ RISDIS (reminder)

■ Upcoming Navigator Events

● Kings Resource Fair (Thursday)   September 21, 2023
  ○ Carmen, Maribel

● Latin X Youth Conference (Saturday)   September 23, 2023
  ○ Carmen, Maribel (am))

● Statewide Financial Aid Workshop (Monday)   September 25, 2023
  ○ All Navigators

● ESL Program Area Committee Meeting (Monday) September 25, 2023
  ○ All Navigators

● Relationships Matter (Wednesday)   September 27, 2023
  ○ Carmen and Maribel

● CIE Foundation Trades Day (Thursday)   September 28, 2023
  ○ Construction Industry
  ○ Carmen and Evette

● Tulare County Job Fair (Wednesday)   October 4, 2023
  ○ All Navigators

● Multicultural Celebration (Friday)   October 6, 2023
  ○ Evette, Maribel

- CVIIC Immigrant Entrepreneurship Network (Mon.)   October 9, 2023
  - Carmen Becerra

- 2023 Innovator by Design (Wednesday)   October 11, 2023
  - All Navigators

- Woodlake Annual Career Fair (Friday)   October 13, 2023
  - Evette and Maribel

- Monrovia's Health & Safety Fair (Saturday)   October 14, 2023
  - Carmen and Evette

- TCOE College and Career Resource Fair (Wed.)   October 18, 2023
  - Evette and Maribel

- COS - Financial Aid Workshop (Thursday)   October 19, 2023
  - All Navigators

- Culture We Have vs Culture We Want (Monday)   October 23, 2023
  - All Navigators

- CCAE Central Section Conference (Friday)   November 3, 2023
  - All Navigators

- Farmworker Women's Conference - Booth setup   November 15, 2023
  - All Navigators

- Farmworker Women's Conference (Thursday)   November 16, 2023
  - All Navigators

- Building Blocks to School Culture (Wednesday)   November 29, 2023
  - All Navigators

- Component of Positive School Culture (Wed.)   January 31, 20234
  - All Navigators

- 3 Levels of School Culture(Wednesday)   February 28, 2024
  - All Navigators

- Creating a Classroom Culture (Monday)   March 18, 2024
  - All Navigators

- Cultivating Culture to Improve, Job Satisfaction & Morale (Tuesday)   April 23, 2024
  - All Navigators

- Visalia HS CNA class students   April 15 & 16, 2024
  - Carmen and Maribel

- Professional Development

  - CAEP Consortium Management Series
    - https://register.caladulted.org/

- Registration for the CAEP Summit 2023 is Now Open
  - https://summit.caladulted.org/Registration/

- Advancing Adult Education Website
  - https://caladulted.org/Practice

- 2023 Innovators by Design
  - If you want to attend, please contact Barbara Marshall
  - John leading a panel. Carmen leading a panel.
  - This conference will be held on Wednesday, October 11, 2023, at the Visalia Convention Center from 7:30 - 2:00 pm. Each ticket includes breakfast and lunch.
  - Visalia Convention Center - 303 E Acequia, Visalia

- CCAE Central Section Conference
  - November 3, 2023

- 2024 COABE - Adult Education: Together In Harmony
  - Nashville, TN, March 17 - 20, 2024
  - Dallas Texas - 2025
  - Indianapolis Indiana - 2026
  - SB 447

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

- Review of SAEC Summit that was on August 17th and 25th

- Program Area Committee meeting dates (SAEC PD Calendar Event invites sent out. Agendas pending)- John Werner

  - Meetings will be in person.
    - Meeting locations: Tulare Connections

  - ESL
    - September 25, 2023   1:00 - 3:00PM   Monday
    - April 5, 2024   1:00 - 3:00PM   Friday

  - ABE/ASE
    - ~~September 11, 2023   1:00 – 3:00PM   Monday~~
    - April 8, 2024   1:00 – 3:00PM   Monday

  - AWD
    - ~~September 19, 2023   1:00PM-3:00PM   Tuesday~~
    - April 19, 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 and/or
      07.05.24 @ 11:00AM

- ○ Next Leadership Committee Meeting Agenda - Heather Keran
  - ■ Next Meeting: 10/03/2023 @ 9:45 – 11:45AM
  - ■ In person at COS
  - ■ Agenda topics:

- ○ Next [SAEC Board Meeting](#) on 10.03.23 @ 8:00 - 9:30AM - John Werner
  - ■ At COS

- ● Adjournment

SAEC Leadership Committee Meeting Minutes
August 24, 2023
3:00PM – 4:30 PM
Virtual Meeting
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; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torres, Porterville Adult School; Art Villarreal, Farmersville Adult School; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	**Opening Business**		
1.1	**Call to order**	● Called to order at 3:04 pm	
1.2	**Establish Quorum**	● Quorum Established – Yes	
1.3	**Welcome and Introductions**		
2	**Approval of Minutes/Notes**	● Minutes from 05/02/2023 and Notes from 08/01/2023	● Motioned to approve Minutes by Tami Olson, Visalia Adult School ● Seconded by Victoria Guzman, Cutler-Orosi Adult School ● Abstained: None ● Vote: ➢ **Approve**: All ➢ **Opposed**: None ➢ Motion Carried
3	**Public Comment**	● No Comments	
4	**Action Items**	● No Action Items	
5	**Information Items**		
5.1	**Deliverables and Updates – Heather Keran**	● WIOA Title II and CAEP ➢ All due dates are in the SAEC PD calendar	
5.2	**RISDIS – John Werner**	● Request of reclassification of Navigators by CSEA ➢ Currently operating under a MOU to have positions sanctified as real positions ➢ Looking at range changes ➢ Sunrising information with Leadership Committee	

		● Upcoming Navigator Events
		  ➢ Reminder to look at agenda for the events that the Navigators will be involved with
		  ➢ Agenda shows that the Navigators are all out in the community doing work for the schools
		    ▪ Events are about connecting students to your school	

5.3	**Professional Development– John Werner**	● CAEP Consortium Management Series
		  ➢ https://register.caladulted.org/
		
		● Registration for the CAEP Summit 2023 is open
		  ➢ https://summit.caladulted.org/Registration/
		
		● Advancing Adult Education Website
		  ➢ https://caladulted.org/Practice
		
		● SAEC Summit (August 17th and 25th)
		  ➢ Attendee registration link is up and running
		● Innovators by Design
		  ➢ We have 2 tables with open seats available for anyone that is interested in going
		
		● CCAE Central Section Conference
		  ➢ November 3, 2023
		  ➢ There is no way to register for this yet
		
		● 2024 COABE – Adult Education: Together in Harmony
		  ➢ Will be in Nashville, TN, March 17 – 20, 2024
		  ➢ Other future locations
		    ▪ Dallas Texas – 2025
		    ▪ Indianapolis Indiana - 2026	

5.4	**Member Effectiveness Reports**	● Draft Member Effectiveness Report Schedule for 2023-2024:
		  ➢ **October 2023** – SAEC Report: Enrollment and NIF report by Navigators
		    ▪ John Werner is asking for data information from everyone
		  ➢ **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	

5.5	**Program Area Governance Committees**	● Program Area Committee meeting dates
		  ➢ ESL
		    ▪ September 25, 2023 1:00PM-3:00PM
		    ▪ April 5, 2024 1:00PM-3:00PM
		
		  ➢ ABE/ASE
		    ▪ September 11, 2023 1:00PM-3:00PM
		    ▪ April 8, 2024 1:00PM-3:00PM
		
		  ➢ AWD
		    ▪ September 19, 2023 1:00PM-3:00PM
		    ▪ April 19, 2024 1:00PM-3:00PM
		
		  ➢ Meeting locations will be at Tulare Connections
		    ▪ 3249 W. Noble
		
		  ➢ Administrators are welcomed to attend	

5.6	**SAEC Data Community of Practice**	● SAEC Data Community of Practice meeting dates:
		  ➢ 2023.24 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 and/or
		       07.05.24 @ 11:00AM	

5.7	**Next Leadership Committee Meeting Agenda – John Werner**	● September 21, 2023 @ 3:00pm – 4:30pm
		  ➢ Virtual Meeting
		  ➢ Agenda topics	

5.8	**Next SAEC Board Meeting**	● Next meeting October 3, 2023 at 8:00am – 9:30am
		  ➢ In person meeting at COS
		  ➢ Remind Superintendents they need to be there	

6	**Adjournment**	● Meeting adjourned at 4:12pm	● Motioned to adjourn meeting by Tami Olson, Visalia Adult School
			● Seconded by Brian Brazier, Corcoran Adult School
			● Abstained: None
			● Vote:
			  ➢ **Approve**: All
			  ➢ **Opposed**: None
			  ➢ Motion Carried