SAEC Leadership Committee Meeting

November 7, 2023, 9:46AM - 11:45AM
College of the Sequoias: Sequoia Room 1

Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
  - Call to Order
  - Welcome and Introductions

- Approval of Notes
  - [10.03.23 SAEC Leadership Committee Meeting Notes.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:

  - 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

    - [2023.24 Annual Plan Strategies and Performance Outcome Metrics](#)
      - Educational Needs
        - Increased Outreach and Marketing
        - Community Education
        - Service Hours and Locations
        - Digital Literacy and Technology
        - Short-term/Long-term CTE Programs of Study
        - Contextualized ESL Programs
        - COS Classes Taught on Adult School Campuses

- Expanded OJT/WBL Opportunities
- Employer Based Education Opportunities
- Preapprenticeships/Apprenticeships

- Improve Integration of Services & Transitions
  - Increased Course Offerings
  - Increased Completion Rates
  - Articulation Agreements: AE/CC
  - Articulation Agreements: CTE
  - Increased Enrollment, Completions, Transitions
  - Enhanced Career Pathways
  - Workforce Board Engagement

- Improve Effectiveness of Services
  - Professional Development I (Community of Practice or PLC Based)
  - Improved Data Collection
  - Professional Development II (service delivery)
  - Regional Professional Development (Pan Consortium Events)
  - Strategic Planning (collective impact model)
  - AJCC Alignment
  - Learning Management Systems

- Deliverables and Updates- John Werner
  - WIOA Title II
    - Deliverables for 2023.24

  - CAEP
    -

  - CAEP Program Hours and Expenditures Report
    - Actuals due in December this year

- [Member Fact Sheets](#)

- Site Visits

- RISDIS (reminder)

  - Upcoming Navigator Events

    - Deep Creek Academy CTE Presentation   November 8, 2023
      - Lopez

    - Visalia Swap Meet   November 9, 2023
      - Delgado, Lopez?

    - Redwood HS College/Career Fair   November 9, 2023
      - Delgado?

- Drive-Thru Fall Distribution   November 14, 2023
  - ? Navigator

- CVIIC Conference on Immigrant Integration   November 15, 2023
  - Lopez

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

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

- Alternative Education Fall Career Day   November 17, 2023
  - Lopez?

- Fall COS Giant Trails   November 30, 2023
  - ? Navigators

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

- Career Connections (Thursday)   November 30, 2023
  - Delgado

- Cutler-Orosi Mother & Daughter Conference   December 9, 2023
  - ? Navigators

- Component of Positive School Culture (Wed.)   January 31, 2024
  - 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   April 23, 2024
  & Morale (Tuesday)
  - All Navigators

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

- Professional Development

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

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

  - 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

- 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: 11/16/2023 @ 3:00 - 4:30PM
  - Virtual
  - Agenda topics:

- Next [SAEC Board Meeting](#) on 02.06.24 @ 8:00 - 9:30AM - John Werner
  - At COS

- Adjournment

SAEC Leadership Committee Meeting Notes
October 3, 2023
9:45am – 11:45am
Virtual Meeting
Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Jonna Schengel, College of the Sequoias; Art Villarreal, Farmersville Adult School; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	**Opening Business**		
1.1	**Call to order**	● Called to order at 10:00am by Heather Keran	
1.2	**Establish Quorum**	● Quorum Established – No	
1.3	**Welcome and Introductions**		
2	**Approval of Minutes/Notes**	● Minutes from 09/21/2023 ➢ To be approved at next meeting	
3	**Public Comment**	● No Comments	
4	**Action Items**	● No Action Items	
5	**Information Items**		

5.1	**Governance – John Werner**	● SAEC 2023.24 Annual Plan status update
		  ➢ Can not complete individual work plans and budgets until quarter 4 expenditure reports are in
		    ▪ Due date has been moved to October 30th
		
		● Fiscal Reporting
		  ➢ If you have spent less than 60% of your budget you will need to state how you will spend that money down
		  ➢ Consortium has a cap of 20%
		    ▪ Will bring before the SAEC Board as an action item in March or April
		
		● Annual Plan Strategies and Performance Outcome Metrics
		  ➢ Listed strategies for everyone to see	

5.2	**Deliverables and Updates – Heather Keran**	● WIOA Title II and CAEP
		  ➢ CAEP Quarter 4 Fiscal reports
		    ▪ Need to be completed
		    ▪ Turn in a copy to John Werner
		  ➢ CAEP Program Hours and Expenditures Report
		    ▪ Actuals will be due in December	

5.3	**RISDIS – John Werner**	● Upcoming Navigator Events
		  ➢ Asked if everyone like having the list of events Navigators will be doing
		    ▪ It was stated that it was very helpful	

5.4	**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
		
		● Innovators by Design
		  ➢ Contact Barbara Marshall if you want to attend
		  ➢ John, Tami and Carmen will each be leading a panel
		  ➢ Added Brian Brazier to the list of people attending
		
		● CCAE Central Section Conference
		  ➢ Theme - Making a Difference with the Transformative Power of Adult Education
		  ➢ November 3, 2023 Save the Date Fall 2023 Flyer
		  ➢ Location: Visalia Convention Center, 9:30 am - 3:30 pm
		  ➢ Awards Nomination Form
		  ➢ Call for Presenters, Vendors/Sponsors Form
		  ➢ Registration Link
		  ➢
		
		● 2024 COABE – Adult Education: Together in Harmony
		  ➢ Will be in Nashville, TN, March 17 – 20, 2024
		    ▪ Travel ban to Tennessee is gone
		  ➢ Other future locations
		    ▪ Dallas Texas – 2025
		    ▪ Indianapolis Indiana – 2026	

5.5	**Member Effectiveness Reports**	● Draft Member Effectiveness Report 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 Adult
		  ➢ **April 2024** – College of the Sequoias, Cutler-Orosi
		
		● John Werner will send the slide decks to the adult schools
		  ➢ Will include slides from last year
		  ➢ Talk about outcomes
		
		● John Werner share financials at the November meeting	

5.6	**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	

5.7	**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	

5.8	**Next Leadership Committee Meeting Agenda – John Werner**	● October 26, 2023 @ 3:00pm – 4:30pm
		  ➢ Virtual
		
		● John Werner will be at CAEP Conference
		  ➢ Discussion on cancelling it
		    ▪ If it is cancelled an email will be sent out	

5.8	**Next SAEC Board Meeting**	● Next meeting November 7, 2023 at 8:00am – 9:30am ➢ In person meeting at COS	
6	**Adjournment**	● Meeting adjourned at 11:05am	

COLLEGE OF THE SEQUOIAS

The Community Need

0
Students Served

Career Tech: ?
Completed/Lic.

Diploma / GED: ?
Graduates

Adult Basic Education ?
Literacy Gains

English Language Learner ?
Literacy Gains

Community Enrichment ?

?
Limited English Proficiency

?
Without a Diploma or Equivalency

?
Students with low literacy, poverty, homelessness, disability, or other barriers to employment

?
% of Students Significantly Improved Literacy Skills

$?
State Funding Per Student

?
# of locations with classes

SEQUOIAS
ADULT EDUCATION CONSORTIUM

Other highlights in 2021-22

- **? Examples:**
- **Started online CTE options**
- **Added Automotive Calibration — Pre Apprenticeship**
- **Relaunch Nurse Assistant**
- **Completed Accreditation Self Study**
- **Implemented Digital Professional Development**

Return on Investment

$?

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Students Gained Employment (@$25,000 each)

?
Students Increased Wages (@$10,000 each)

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2022-2023 Annual Report Fact Sheet
CUTLER-OROSI ADULT SCHOOL

The Community Need

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Career Tech:
?
Completed/Lic.

Diploma / GED:
?
Graduates

Adult Basic Education
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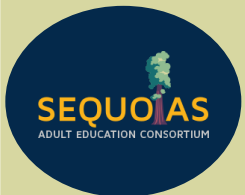**$?**

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2022-2023 Annual Report Fact Sheet
FARMERSVILLE ADULT SCHOOL

The Community Need

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Diploma / GED:
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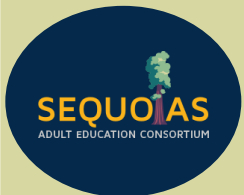State Funding Per Student

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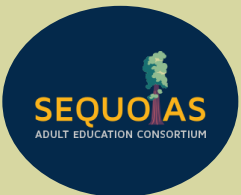State Funding Per Student

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