



SAEC Leadership Committee Meeting

December 6, 2022, 9:15 - 10:45AM

Virtual via Zoom

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/81155481232?pwd=dXhRdEpQYzdkRUtkWktzRTk5Zko0QT09>

Meeting ID: 811 5548 1232

Passcode: 972924

One tap mobile

+16694449171,,81155481232#,,,,*972924#

Dial by your location

+1 669 444 9171

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - [11.29.22 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 December 15, 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:
 - Debrief Member Effectiveness Presentations from Board Meeting
 - Upcoming Visalia and Corcoran
 - [Link to December Board meeting slides deck](#)
 - Governance

- SAEC Member Budget and Workplans
 - Focus strategies for the spring semester. Review and prioritize. Review 2022.23 (short term) strategy goals. Set a working calendar for addressing select strategies.
- Board and Leadership Committee Meeting Calendars
 - Sunsetting of EO which makes virtual meetings easy
 - Implications
 - Alternate draft calendars
 - Remainder of 2022.23
 - [2022.23 SAEC Board Meeting Calendar Revision.docx](#)
 - [2022.23 SAEC Leadership Committee Meeting Calendar Revision.docx](#)
 - 2023.24 Calendar of meetings
 - [2023.24 SAEC Board Meeting Calendar.docx](#)
 - [2023.24 SAEC Leadership Committee Meeting Calendar.docx](#)
- Deliverables and Updates- - Heather Keran
 - WIOA Title II
 - Deliverables for 2022-23:
 - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
 - Status on consideration drafts
 - Status Spreadsheet:
 - <https://docs.google.com/spreadsheets/d/16ApeLILoAr7p9GxMUkQLRkgoIyeRqrVy/edit#gid=900609495>
 - Required RFA Attachment: [Federal Funding Accountability and Transparency Act Form pdf](#)
 - CAEP
 - Program Hours and Expenditures Report (reminder)
 - Placeholder for the next meeting. J. Werner to present 2021.22 data to the board at the next regular board meeting in February, 2023.
 - Student data and 2022.23 expenditure reporting due dates
 - **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
 - **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
 - **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.
 - **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
 - **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
 - **Mar 31:** End of Q3
- RISDIS (reminder)
 - Navigator Schedules
 - [Maribel Fall 2022 as of 11.15.2022.xlsx](#)
 - [Carmen Fall 2022 as of 11.15.2022.xlsx](#)
 - [Evette Fall 2022 as of 11.15.2022.xlsx](#)
 - CURRENT:
 - Need fliers for spring semester from adult schools for events

- Input to John on Winter Break (12.16.22 to 1.6.23) schedules. Tulare Winter Break (12/21/22 - 1/17/23)
 - Carmen out: Maybe on and off
 - Maribel out: December 23 - January 3
 - Evette will be working
 - John and Barbara will be out winter break
- Professional Development
 - CAEAA State Conference 2023
 - February 3, 2023
 - Virtual
 - Registration link not up yet <https://www.caeaa.org/2023-conference-registration.html>
 - ACSA Mid State Conference
 - March 10 - 12, 2023
 - San Luis Obispo
 - COABE National Conference 2023
 - April 2-5, 2023
 - Atlanta, GA
 - [Registration and Hotel Links](#)
 - CCAE State Conference 2023
 - April 12-15, 2023
 - Oakland, CA
 - Registration link not up yet
 - SAEC Leadership Retreat 2022.23
 - Focusing on the Vespero as our site.
 - Draft Schedule
 - Pre-Retreat: John will arrive on 2.1.23. Possible dinner together for early-bird arrivals.
 - Friday 2.3.23
 - 9:30PM-2:3-ish PM: Participate in the [CAEAA State Conference](#)
 - 3:30PM: First in-person meeting (review goals and purpose for retreat.
 - 4:30PM: Team building activity
 - 6:00PM: Dinner
 - Saturday 2.4.23
 - 7:00AM Breakfast
 - 8:00AM Leadership Pipeline Development
 - 9:00AM 2023.24 Vision Casting
 - 10:00AM Break
 - 10:20AM Team type activity (??)
 - 11:20AM Finding balance (??)
 - Noon: Lunch and retreat close (??)
 - I recommend we push a little into the afternoon before we close. Close at 2:30PM (??)
 - Possible locations:
 - [Inn at the Pier, Pismo Beach](#)
 - [Vespero, Pismo Beach](#)
 - By the pier, downtown

- Interest request submitted via their website. Waiting for a call back.
 - [Spyglass, Pismo Beach](#)
 - [Sea Crest, Pismo Beach](#)
 - North end of the beach, up on the cliffs
 - [Hilton Garden Inn, Pismo Beach](#)
 - [Oxford Suites, Pismo Beach](#)
 - [Ocean Point Ranch, Cambria](#)

Reminders:

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
 - Possible schedule for 2022-2023:
 - ~~October 2022~~ — SAEC Report: Enrollment and NIF Report by Navigators
 - ~~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

- SAEC Navigator Outreach and Recruiting Events
 - Events

● Tuesday, December 6, 2022	CATS RAPTER Training #2 - 7:00 - 9:00a
● Thursday, December 15, 2022	CATS RAPTER Training #2 - 10:00 - 12:00p
● Tuesday, January 31, 2023	TKCC 6 th Annual Counselor Conference
● Tuesday, February 14 - 16	World Ag Expo
● Thursday, April 13 -15, 2023	CCAE State Conference
● Friday, April 14, 2023	College & Career Expo

 - CURRENT Fliers for Winter Semester from Adult Schools for Events

- Program Area Governance Committee meeting dates - John Werner
 - Emails for newly hired teachers

 - ESL – Carmen Becerra
 - ~~October 31, 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
 - ~~November 7, 2022~~ 1:00PM – 3:00PM
 - February 27, 2023 1:00PM - 3:00PM
 - April 24, 2023 1:00PM - 3:00PM

 - AWD– Evette Lopez/John Werner
 - ~~September 30, 2022~~ 1:00PM-3:00PM
 - 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
 - 12.15.22 @ 3:00PM - 4:30PM
 - Agenda topics:

 - Next [SAEC Board Meeting](#) on 2.07.23 @ 8:00AM - John Werner
 - Agenda topics:
- Adjournment

SAEC Leadership Committee Meeting Minutes

November 29, 2022

3:00PM – 4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victor Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville Adult School; Jonna Schengel, COS; Arturo Villarreal, Farmersville 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 3:02 pm 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 11/01/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Victor Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the December 6, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the December 6, 2022 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 12/06/2022 by Lori Morton, Tulare Adult School ● Seconded by Victor Guzman, Cutler-Orosi Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

5	Information Items		
5.1	Debrief Member Effectiveness Presentations from Board Meeting – John Werner	<ul style="list-style-type: none"> ● No Debrief today ● Visalia and Corcoran will be presenting at the December’s SAEC Board meeting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC Member Budget and Workplan NOVA process <ul style="list-style-type: none"> ➢ How-To Video ➢ Link to status sheet ➢ John has email folks letting them know where they are at ➢ John has been editing the workplans if it is needed <ul style="list-style-type: none"> ▪ If you have a question about something he changed feel free to get hold of him ➢ John needs to have everyone certified by December 1, 2022 <ul style="list-style-type: none"> ▪ Have your superintendent click submit on these 	
5.3	Board Leadership Committee Meetings Calendar – John Werner	<ul style="list-style-type: none"> ● Revised calendars and 2023-2024 calendars will go before the SAEC Board in February <ul style="list-style-type: none"> ➢ Will need to combine member effectiveness reports since meeting will be a little longer but not every month ➢ When SAEC Board approves their calendar they will approve Leadership calendar at the same time. ● Leadership look at drafts and will go over them again at the next Leadership meeting <ul style="list-style-type: none"> ▪ May want to cancel the June 23rd meeting ▪ Need to confirm dates that we will have in person vs virtual meetings 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➢ Consideration drafts <ul style="list-style-type: none"> ▪ Mitch has given each school everything to the degree he knew to do <ul style="list-style-type: none"> ○ Has not given deliverables yet – pending contract ▪ John will go over everyone’s workplan to be sure they are clean ▪ Schools can start putting work plans in their WIOA portals ➢ Required RFA attachment <ul style="list-style-type: none"> ▪ Federal Funding transparency <ul style="list-style-type: none"> ○ HAS shared that there is something new on the form that was not there before 	

5.5	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● John needs to certify this by December 1, 2022 <ul style="list-style-type: none"> ➢ John Werner went over the program hours an expenditure report in NOVA ● CIP <ul style="list-style-type: none"> ➢ Per Barbara Lehman there will be no CIP plans this year 	
5.6	RISDIS – John Werner	<ul style="list-style-type: none"> ● Navigator’s default schedules are available if anyone wants to look at them <ul style="list-style-type: none"> ➢ If schedules are not right for the school feel free to shoot John an email or talk with your Navigator ● Navigator information <ul style="list-style-type: none"> ➢ Evette Lopez is on board and has been training with the Navigators ➢ Carmen gave a report on a Civic Conference she attended <ul style="list-style-type: none"> ▪ Will put information together in an email for everyone so you can communicate the changes ➢ Need fliers for the spring semester so they can start handing them out during winter break ● Vacations <ul style="list-style-type: none"> ➢ Maribel will be out December 23 – January 3 ➢ Barbara will be out December 19 – January 3 ➢ Carmen is still working on her schedule ➢ Evette will be working ➢ John Werner will be out all three weeks ● Adult Schools during winter break <ul style="list-style-type: none"> ➢ Visalia will close on December 20 – January 3 ➢ Tulare will close December 22 – January 3 	
5.7	Professional Development– John Werner	<ul style="list-style-type: none"> ● SAEC Leadership Retreat 2022.23 <ul style="list-style-type: none"> ➢ Plan on doing it the first weekend of February during the CAEAA State Conference – February 3, 2023 <ul style="list-style-type: none"> ▪ Since the CAEAA is virtual ▪ Will do activities on either side of it and wrap up by noon on Saturday ➢ John will send out a doodle poll or spread sheet asking everyone what will work for them 	

5.8	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 	
5.9	SAEC Navigator Outreach and Recruiting Events - John Werner	<ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ➤ Friday, December 1, 2022 - Exeter HS CTE program setup ➤ Tuesday, January 31, 2023 - TKCC 6th Annual Counselor Conference ➤ Tuesday, February 14 - 6 - World Ag Expo ➤ Thursday, April 13 -15, 2023 - CCAE State Conference ➤ Friday, April 14, 2023 - College & Career Expo 	
5.10	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 31, 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 ▪ November 7, 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 ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	
5.11	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 	

5.12	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● December 6, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Will get information from Mitch Rosin 	
5.13	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting December 6, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting ➢ Will recognize people who received awards from CCAE Central Section conference ● John has a video “Street Outlaws” talking about how important adult education is <ul style="list-style-type: none"> ➢ Needs help with video editing ➢ Tami told him to reach out to Miley because El Diamante is doing things for their website and may be able to help 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:25m 	<ul style="list-style-type: none"> ● Motioned to adjourn by Tami Olson, Visalia Adult School ● Seconded by Victor Guzman, Cutler-Orosi Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried