



SAEC Leadership Committee Meeting

February 1, 2022

9:15AM-10:15AM

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/87187452012?pwd=U3dpWnF2WHIETIViVmkyQTYzdmRJJz09>

Meeting ID: 817 8745 2012

Passcode: 045644

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/Notes - Minutes from 1.20.22
 - [12.16.21 SAEC Leadership Committee Meeting Minutes.docx](#)
 - [1.20.22 SAEC Leadership Committee Meeting Notes.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:
 - N/A
- Information/Discussion Items:
 - SAEC Three Year Plan 2022.25 - John Werner and Mitch Rosin
 - Community Assessment discussion
 - Review [Working Folders](#) as needed
 - [January](#) work: Section 4 - [Objectives and Strategies to Overcome Barriers](#)
 - [February](#) work: Section 5 - [Create a plan](#) to address the strategies named in Section 4. Not using the Logic Model template from last time, but include all the elements. You should have clear SMART goals for each objective/goal.

- CAEP Funding 2022 (review item)
 - Governor's Budget Released
 - Highlights
 - No changes. May Revise may have changes.
 - Review Consortium Allocation Process for 2022.23

 - Deliverables and Updates- - Heather Keran
 - WIOA Title II
 - J. Werner attended the CA WIOA II Program Evaluation Team meeting on 1.27.22
 - CDE Adult Ed Office has two vacancies that should fill soon
 - HSD Paypoint concerns: CDE is studying discrepancies in paypoints. New software may be causing accounting glitches
 - WIOA (Title I) State Plan is up for review. Comment window open until 2.14.21.
 - The CWDB State Plan on the [CWDB website](#) for 30-day public comment period. Comments accepted until 5 p.m. on Monday, February 14, 2022. Must be submitted in writing by email to WIOAStatePlan@cwdb.ca.gov .
 - Recommended comment: WDB's must do more to include WIOA II core partner representatives (like an AE administrator) on their board. WIOA II representative on a WDB is mandated by law. SAEC has a consortium co-chair on the Tulare WDB.
 - WDBs must work with Adult Education on referral and support of clients/students to fiscal resources.
 - TE has made some changes to the data wizards to make them process data faster.
 - Statewide WIOA II Data Trends
 - AEFLA Learner decreased last year. Numbers are now increasing, but have not recovered.
 - Persisters: Federal Table 4 and 4C. Distance learners are persisting comparable to in-person learners
 - Learner Primary and Secondary Goals: ASE outcomes are highest. ESL Goals decreased (makes sense due to enrollment). Get a Job goal has increased. Comment here is that the state would like to see a way to focus our employment outcome data survey to only consider only those students who had get a job as a goal. This nuance is NOT a current practice for Title II implementation and would be a shift in how we approach employment data.
 - TE staff will be developing, or building out, data tables on barriers in the Adult Ed data portal. The goal will be to engage an iterative process to better understand the relationships between student barriers, service provision, and performance outcome metrics.
 - <https://www.cde.ca.gov/sp/ae/fg/wioa21.asp>
 - Deliverables for 2021-22: <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
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- CAEP - John Werner
 - See SAEC PD Calendar. End of Q2. Long list of items due 1.31.22.
 - All CAEP Due Dates: <https://caladulthood.org/DueDates>
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- SAEC Navigator Calendar Modification for 2022.23

- Currently 12 month employees
- Potential shift to 11 month or 11 month enhanced employees
- Changes and Implications
- Professional Development Needs - Heather Keran
 - Back to school event in August 2022.
 - Review last year's event
 - Vision for 2022 event
- Curriculum - John Werner
 - Edgenuity Contracts ending soon. Time to renew
 - Time to update the courses in Edgenuity for 2022.23
- J. Werner out 2.10.22 through 3.3.22

Reminders:

- Member Effectiveness Report Schedule
 - Last year's [Member Effectiveness Reports](#)
 - This year's schedule
 - ~~October SAEC Report: Enrollment~~
 - ~~November 2021 SAEC Report: Outcomes, Hanford Adult, Tulare Adult~~
 - ~~December 2021 Visalia Adult, Corcoran Adult~~
 - February 2022 – College of the Sequoias, Lindsay Adult
 - Debrief presentations
 - March 2022 – Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
 - Emails for newly hired teachers
 - ESL – Carmen Becerra
 - ~~October 1, 2021 1:30PM - 3:00PM~~
 - ~~December 13, 2021 1:30PM - 3:00PM~~
 - February 7, 2022 1:30PM - 3:00PM
 - April 25, 2022 1:30PM - 3:00PM
 - ABE/ASE – Alida Mora
 - ~~September 27, 2021 1:00PM - 3:00PM~~
 - ~~November 1, 2021 1:00PM - 3:00PM~~
 - February 28, 2022 1:00PM - 3:00PM
 - April 25, 2022 1:00PM - 3:00PM
 - AWD– Sylvia Perez
Tentative dates...
 - ~~October 8, 2021 1:00PM - 3:00PM~~
 - ~~November 12, 2021 1:00PM - 3:00PM~~
 - February 11, 2022 1:00PM-3:00PM
 - April 22, 2022 1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
 - ~~Q1 10.22.21 @ 2:15PM~~
 - Q2 01.21.22 @ 11:00AM
 - Debrief - John Werner
 - Q3 04.29.22 @ 11:00AM
 - Q4 07.08.22 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Jonna Schengel
 - 02.17.22 @ 3:00PM-4:00PM

- Decision to continue this meeting
 - Agenda topics:
 - Next SAEC Board Meeting on 03.01.22 - John Werner
 - Agenda Topics:
- Adjournment

SAEC Leadership Committee Meeting Minutes

December 16, 2021

3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:05pm by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established - Yes 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 12/07/21	<ul style="list-style-type: none"> ● Approval of minutes from December 7, 2021 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● None 	
4	Action Items	<ul style="list-style-type: none"> ● Virtual meeting for the January 20, 2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Erika DeLaCruz, Farmersville Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
5	Information Items		

5.1	SAEC Three Year Plan 2022.25 – John Werner and Mitch Rosin	<ul style="list-style-type: none"> ● Assessment Data for this December is Barriers and Metrics <ul style="list-style-type: none"> ➢ Question: Which barriers and metrics should we track to bet measure the impact of our consortium’s adult education services <ul style="list-style-type: none"> ▪ Leadership Committee discussed this question ● Assessment Data for January is Objectives and Strategies to overcome barriers <ul style="list-style-type: none"> ➢ Leadership Committee talked about this assessment ➢ John Werner will follow up with Mitch to see if he can attend the January 20th meeting to walk us through this assessment so we understand it ● Three-year plan will come before the SAEC Board in May 	
5.2	Deliverables – Heather Keran	<ul style="list-style-type: none"> ● WIOA <ul style="list-style-type: none"> ➢ Should have received electronic copy of your amended GAN <ul style="list-style-type: none"> ▪ Need wet signature that needs to be uploaded and then mailed ▪ Due by December 17, 2021 ➢ https://www.cde.ca.gov/sp/ae/fg/wioa21.asp ➢ Deliverables for 2021-22 https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp ● Program Area Report has to be resubmitted by your Superintendent ● Other deliverables are due January 31, 2022 ● Employment and Earnings for Q2 are overdue for Corcoran and Lindsay <ul style="list-style-type: none"> ➢ These schools need to run the wizard since it cannot be harvested out of ASAP 	
5.3	CAEP – John Werner	<ul style="list-style-type: none"> ● 2020/21 Program Hours and Expenditure Report <ul style="list-style-type: none"> ➢ Recap and status ● 2021/22 Quarter 1 Expenditure Report in NOVA <ul style="list-style-type: none"> ➢ Past due if you have not gotten it in <ul style="list-style-type: none"> ▪ Farmersville and Corcoran need to do it ● 2021/22 Quarter 2 reports <ul style="list-style-type: none"> ➢ Variant of what was due at the end of October 2021 ➢ Due at the end of January 2022 	

		<ul style="list-style-type: none"> ● CAEP Due Dates <ul style="list-style-type: none"> ➢ https://caladulthood.org/DueDates 	
5.4	Professional Development Needs – Heather Keran	<ul style="list-style-type: none"> ● CAEAA is on February 3, 2022 <ul style="list-style-type: none"> ➢ Dawn Koepke will do a State of the Union Legislative Address ➢ Carolyn Zachry will do a presentation ➢ There has been heavy conversation to implement an ADA funding model <ul style="list-style-type: none"> ▪ We are currently Need Based Funding <ul style="list-style-type: none"> ○ Want to look a Performance Based Funding ▪ Desire to look at ADA and what the college system can do for adult ed ● EL Civics Conference is in February ● ACSA is in March ● Paraeducator conference in March 	
5.5	Navigator Schedule Updates – John Werner	<ul style="list-style-type: none"> ● Do not know what staffing will look like going forward, it may change ● We will talk about how to address needs and services at our January meeting 	
5.6	AB104 Graduation Exemptions	<ul style="list-style-type: none"> ● AB104 provides for local graduation requirement exceptions for Junior and Seniors during COVID but did not realize it applied to adult schools <ul style="list-style-type: none"> ➢ Visalia Adult is working with their district ➢ Hanford Adult is looking to see what the language was at their Board meeting ➢ Tulare Adult did an analysis on who would be eligible and they have quite a few students who would qualify <ul style="list-style-type: none"> ▪ Letters have gone out to students 	
5.7	Reminders – John Werner	<ul style="list-style-type: none"> ● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➢ October – John will share a whole consortium report ➢ November 2021 – Hanford Adult, Tulare Adult ➢ December 2021 – Visalia Adult, Corcoran Adult ➢ February 2022 – College of the Sequoias, Lindsay Adult ➢ March 2022 – Cutler-Orosi, Farmersville ➢ John will work with Jona Schengel, COS and Amalia, Lindsay on their presentations for February 	

		<ul style="list-style-type: none"> ● Governance Committee Meetings <ul style="list-style-type: none"> ➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> ▪ October 1, 2021 ▪ December 13, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➤ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> ▪ October 8, 2021 ▪ November 12, 2021 ▪ February 11, 2022 ▪ April 22, 2022 ● Data Community of Practice meeting dates <ul style="list-style-type: none"> ➤ Q1: 10.22.21 @ 11:00am ➤ Q2: 01.21.22 @ 11:00am ➤ Q3: 04.29.22 @11:00am ➤ Q4: 07.08.22 @ 11:00am 	
5.8	Next Leadership Committee Meeting Agenda – Heather Keran	<ul style="list-style-type: none"> ● Next meeting will be 01/20/22 at 3-4 PM <ul style="list-style-type: none"> ➤ Virtual meeting ➤ Will ask Mitch to join us 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting 02/01/2022 <ul style="list-style-type: none"> ➤ Virtual meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:56am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting Erika DeLaCruz, Farmersville Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried

SAEC Leadership Committee Meeting Notes

January 20, 2021

3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education; Barbara Marshall, SAEC; Mitch Rosin, Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult, John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:06pm by Jonna Schengel 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established – No Quorum 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 12/16/21	<ul style="list-style-type: none"> ● Did not have enough in attendance to approve minutes. <ul style="list-style-type: none"> ➢ Will be moved to the next meeting on February 1, 2022 ➢ Notes will be taken for this meeting 	
3	Public Comment	<ul style="list-style-type: none"> ● The CWDB State Plan website for 30-day public comment period. Comments accepted until 5 p.m. on Monday, February 14, 2022. Must be submitted in writing by email to WIOAStatePlan@cwdb.ca.gov 	
4	Action Items	<ul style="list-style-type: none"> ● Virtual meeting for the February <ul style="list-style-type: none"> ➢ No action taken 	
5	Information Items		
5.1	SAEC Three Year Plan 2022.25 – John Werner and Mitch Rosin	<ul style="list-style-type: none"> ● Assessment Data for this January Objectives and Strategies to overcome Barriers <ul style="list-style-type: none"> ➢ Currently have input from Visalia, Corcoran and Hanford ● Assessment Data for February will be Activities and Outcomes ● Assessment Data for March is an administrative section about Funds and Resources <ul style="list-style-type: none"> ➢ Mitch will rely on your final NOVA submission reports ● If there is anything different from the reports please let Mitch know 	

		<ul style="list-style-type: none"> ● Mitch Rosin would like to sent a date to meet with Leadership Committee individually <ul style="list-style-type: none"> ➢ Date set by committee will be on the Visalia Adult School campus on March 22nd and 23rd ➢ Mitch will schedule a time slot to have a one-on-one with each committee member to discuss what plans they have in mind <ul style="list-style-type: none"> ▪ The level of detail for discussion is suggested to be at a higher level than a weaker one ● 3 PLC's are scheduled <ul style="list-style-type: none"> ➢ State offering guidance in writing the 3-year plan ➢ First one is schedule for January 21, 2022 from 12:00 – 1:30pm <ul style="list-style-type: none"> ▪ 	
5.2	CAEP Funding 2022	<ul style="list-style-type: none"> ● Governor's budged released <ul style="list-style-type: none"> ➢ Looking at a 5.3 percent for COLA for adult education ➢ Approximately a 150 million dollars for ESL Career Technical Training may be moved to CAEP budget <ul style="list-style-type: none"> ▪ Only one-time money ▪ Maybe what is needed to start IET programs for WIOA ➢ 1491 moved through Assembly with a lot of yes votes <ul style="list-style-type: none"> ▪ Could put a consortium at risk if a large school is carrying over a lot of money ▪ Want to add technical support for consortiums ➢ LAO Budget conversation to adjust funding mechanism in California <ul style="list-style-type: none"> ▪ May get a performance based add on ➢ SB68 <ul style="list-style-type: none"> ▪ Trying to define what a FT student is in adult education 	
5.3	Deliverables – Heather Keran	<ul style="list-style-type: none"> ● WIOA <ul style="list-style-type: none"> ➢ https://www.cde.ca.gov/sp/ae/fq/wioa21.asp ➢ Deliverables for 2021-22 <ul style="list-style-type: none"> https://www.cde.ca.gov/sp/ae/fq/wioa21datadocsched.asp 	
5.4	CAEP – John Werner	<ul style="list-style-type: none"> ● We are at the end of quarter 2 <ul style="list-style-type: none"> ➢ Calendar has a description of everything ● High School letter of authenticity <ul style="list-style-type: none"> ➢ Keran Heather sent something out to everyone explain what it was ● CAEP Due Dates <ul style="list-style-type: none"> ➢ https://caladulted.org/DueDates 	

5.5	Professional Development Needs – Heather Keran	<ul style="list-style-type: none"> ● Edgenuity contract expires this summer <ul style="list-style-type: none"> ➢ John will reach out to them to get an estimate for the next 3 years ➢ Porterville is willing to join in with the schools if it will help lower the cost ● Reminder that the CAEAA conference is coming up on February 3rd <ul style="list-style-type: none"> ➢ Registration and membership fees can be done at the same time for a discount ➢ You can use CAEP money for this 	
5.6	Navigator Schedule Updates – John Werner	<ul style="list-style-type: none"> ● We are down to 3 Navigators ● Recommended that we do not fly the 4th Navigator position <ul style="list-style-type: none"> ➢ Use the money savings for a one-time above-based funding for schools <ul style="list-style-type: none"> ▪ Funds could be used to help smaller district add in IET and then they could hopefully fund the program from the 150 million that may come from the Governor’s budget ➢ Money after that will need to be used to fund the current Navigator positions ➢ Noted that we have worked with 3 Navigators for the majority of the year anyway ● The HSE/ABE committee will need to be handed over to someone <ul style="list-style-type: none"> ➢ Suggestions <ul style="list-style-type: none"> ▪ One of the current Navigators ▪ Visalia new AP of Student Services could help ● Changes will be reflected in our 3-year plan <ul style="list-style-type: none"> ➢ Will bring to the SAEC Board in April to give us time to finalize what Leadership wants to do 	
5.7	Reminders – John Werner	<ul style="list-style-type: none"> ● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➢ October – John will share a whole consortium report ➢ November 2021 – Hanford Adult, Tulare Adult ➢ December 2021 – Visalia Adult, Corcoran Adult ➢ February 2022 – College of the Sequoias, Lindsay Adult ➢ March 2022 – Cutler-Orosi, Farmersville ● Governance Committee Meetings <ul style="list-style-type: none"> ➢ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> ▪ October 1, 2021 	

		<ul style="list-style-type: none"> ▪ December 13, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➤ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> ▪ October 8, 2021 ▪ November 12, 2021 ▪ February 11, 2022 ▪ April 22, 2022 <ul style="list-style-type: none"> ● Data Community of Practice meeting dates <ul style="list-style-type: none"> ➤ Q1: 10.22.21 @ 11:00am ➤ Q2: 01.21.22 @ 11:00am ➤ Q3: 04.29.22 @ 11:00am ➤ Q4: 07.08.22 @ 11:00am ● If you have new staff that you want to attend any of the above meetings let Barbara Marshall know so she can add them to the contact list 	
5.8	Next Leadership Committee Meeting Agenda – Heather Keran	<ul style="list-style-type: none"> ● Next meeting will be 02/01/22 at 9:15 – 10:15 AM <ul style="list-style-type: none"> ➤ Virtual meeting 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting 02/01/2022 <ul style="list-style-type: none"> ➤ Virtual meeting ➤ Jonna Schengel will present 2 informational items 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:26pm 	