



## SAEC Leadership Committee Meeting

March 24, 2022

3:00PM-4:00PM

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/85790312821?pwd=NXhUZDA2RW1kVlxMVjFMRzdMaGdFdz09>

Meeting ID: 857 9031 2821

Passcode: 711025

One tap mobile

+16699009128,,85790312821#,,,,\*711025# US

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 - Minutes from 3.01.22
  - [03.01.22 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 Meetings for April
- Information/Discussion Items:
  - Navigator Presentation
  - SAEC Three Year Plan 2022.25 - John Werner and Mitch Rosin
    - Timeline to submission
    - Major Revision Discussion
      - Articulation Agreements AE/CC (pg 26/44)
      - Digital Literacy and Technology (pg 29/44)
  - SAEC Governance Documents 2022/23
    - [SAEC MOU](#)

- [SAEC Report on Consortium Governance](#)
- SAEC CFAD
  - Built in NOVA
  - [Link to SAEC Allocations, All Years](#)
- Deliverables and Updates- - Heather Keran
  - WIOA Title II
    - Continuous Improvement Plan
    - <https://www.cde.ca.gov/sp/ae/fg/wioa21.asp>
    - Deliverables for 2021-22: <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
  - CAEP Quarter 2 Fiscal Reports and Student Data Reminder
    - All CAEP Due Dates: <https://caladulthood.org/DueDates>
- Curriculum -
  - Edgenuity Contracts ending soon. Time to renew
    - Time to update the courses in Edgenuity for 2022.23
    - [Spreadsheet with estimate 2022.25 contract costs](#)
    - History: <https://drive.google.com/file/d/1uanuiQcLQoD-vf-OTvuxYCKzuVyGL79v/view?usp=sharing>
    - Sunrise consortium 2022-25 contract at April SAEC Board Meeting. Action in April.
- WIOA -
  - [WIOA, Title II: AEFLA Program Implementation Survey](#)
    - Due: 03/31/22
    - Know your 21/22 [ESL COAAPs](#) (Civic Objectives)
  - WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan
    - Due: 04/30/22

### **Reminders:**

- Member Effectiveness Report Schedule
  - This year's schedule: Completed for 2021.2022
    - ~~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 – Maribel Delgado
    - ~~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~~
  - Q3 04.29.22 @ 11:00AM
  - Q4 07.08.22 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Heather Keran
  - 04.05.22 @ 9:15AM
  - Agenda topics:
- Next SAEC Board Meeting on 04.05.22 @ 8:00AM - John Werner
  - Agenda topics:
    - SAEC Navigator Report
    - SAEC Three Year Plan-First Read
    - SAEC Governance Documents-Sunrise

- Adjournment

## SAEC Leadership Committee Meeting Minutes

March 1, 2021

9:15AM-10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias;

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 9:22AM by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 2.17.22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult Education</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained: Erika DeLaCruz, Farmersville Adult School, Tami Olson, Visalia Adult School</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● John Werner had a successful surgery and is doing well</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Virtual meeting for March               <ul style="list-style-type: none"> <li>➢ Approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting in March by Tami Olson, Visalia Adult School</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained: None</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>

5	<b>Information Items</b>		
5.1	<b>SAEC Three Year Plan 2022.25 – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Mitch Rosin needs your CIP goals from your last plan <ul style="list-style-type: none"> <li>➢ Heather sent a google link for the CIP goals <ul style="list-style-type: none"> <li>▪ <a href="https://forms.gle/W7aymRLz5YjrCc5X7">https://forms.gle/W7aymRLz5YjrCc5X7</a></li> <li>▪ Asking everyone to fill this out as soon as possible <ul style="list-style-type: none"> <li>○ Only goals, not strategies</li> <li>○ Will ultimately send CIP goals you are doing this year, but not yet</li> </ul> </li> </ul> </li> </ul> </li>   <li>● Mitch Rosin needs metric information from everyone <ul style="list-style-type: none"> <li>➢ To be added to the “Regional Service Providers” paperwork that will be sent to each person <ul style="list-style-type: none"> <li>▪ Use 2019/2020 information. This will be used as a base line</li> <li>▪ Hand write the information in and send back to Mitch</li> </ul> </li> <li>➢ Heather Keran showed everyone how to get the information from TOPsPro <ul style="list-style-type: none"> <li>▪ Numbers to be added on each metric, even if it is a zero</li> </ul> </li> <li>➢ Number of Participants in Program Area for each fiscal year, 2019-20, 2020-21, 2021-22 <ul style="list-style-type: none"> <li>▪ Information will come from Federal Reports</li> <li>▪ Heather Keran showed how to access this information</li> </ul> </li> <li>➢ Number of Participants in Program Area for 2022-23, 2023-24, 2024-25 <ul style="list-style-type: none"> <li>▪ Do an estimated growth for the programs</li> <li>▪ Visalia Adult will use the percentage of growth from 2020-22 and use that percentage for each year</li> </ul> </li> </ul> </li>   <li>● CIP Goals and Objectives <ul style="list-style-type: none"> <li>➢ Due April 30, 2022</li> <li>➢ You need 1-3 goals</li> </ul> </li>   <li>● Confirmed that everyone has set up appointments with Mitch for either March 22 or 23 <ul style="list-style-type: none"> <li>➢ Meetings to take place at Visalia Adult School</li> </ul> </li> </ul>	
5.2	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA, Title II: AEFLA Program Implementation Survey <ul style="list-style-type: none"> <li>➢ Survey opened up today</li> <li>➢ Due at the end of March</li> <li>➢ Suggested that you do it all in one sitting</li> </ul> </li>   <li>● CAEP Q2 Fiscal Reports</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Should be working with your fiscal people to get your Q2 into NOVA</li> <li>● CAEP Due Dates <ul style="list-style-type: none"> <li>➤ <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> </ul> </li> </ul>	
5.3	<b>Professional Development Needs – Heather Keran</b>	<ul style="list-style-type: none"> <li>● SAEC Back to School PD in August 2022 <ul style="list-style-type: none"> <li>➤ Start thinking about what you would like to do and on what date</li> </ul> </li> <li>● WIOA II Technology Distance Learning Plan Symposium <ul style="list-style-type: none"> <li>➤ Will take place online from March 2<sup>nd</sup> to 4<sup>th</sup></li> <li>➤ Registration: <a href="https://tdls.otan.us/Registration/">https://tdls.otan.us/Registration/</a></li> </ul> </li> </ul>	
5.4	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Time to renew Edgenuity contract <ul style="list-style-type: none"> <li>➤ Showed spreadsheet for contract costs for the last contract</li> <li>➤ John Werner will check with vendors on the prices for the next 3 years</li> <li>➤ Contract is per license not per student</li> <li>➤ Start thinking about where the money will come from in your budget <ul style="list-style-type: none"> <li>▪ WIOA money can be used</li> </ul> </li> <li>➤ Plan to sunrise consortium 2022-25 contract at the April SAEC Board meeting</li> </ul> </li> </ul>	
5.5	<b>Reminders – John Werner</b>	<ul style="list-style-type: none"> <li>● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> <li>➤ <del>October – John will share a whole consortium report</del></li> <li>➤ <del>November 2021 – Hanford Adult, Tulare Adult</del></li> <li>➤ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➤ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➤ March 2022 – Cutler-Orosi, Farmersville <ul style="list-style-type: none"> <li>▪ Cutler-Orosi and Farmersville did a good job</li> </ul> </li> </ul> </li> <li>● Governance Committee Meetings <ul style="list-style-type: none"> <li>➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> <li>▪ <del>October 1, 2021</del></li> <li>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ April 25, 2022</li> <li>➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ <del>October 8, 2021</del></li> <li>▪ <del>November 12, 2021</del></li> <li>▪ <del>February 11, 2022</del></li> <li>▪ April 22, 2022</li> </ul> </li> <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➤ <del>Q1: 10.22.21 @ 11:00am</del></li> <li>➤ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➤ Q3: 04.29.22 @11:00am</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.6	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 03/24/22 at 3:00PM-4:00PM <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Navigators will present at this meeting</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 04/05/2022 <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 10:36AM</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn meeting by Brian Brazier, Corcoran Joint Unified School District</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>