



ADULT EDUCATION CONSORTIUM

SAEC Leadership Committee Meeting

December 3, 2019 9:00AM-11:00AM

PCR, College of the Sequoias

915 South Mooney Blvd. Visalia, CA 93277

Co-Chairs: Heather Keran and Thad Russell

1. Opening Business
 - 1.1. Call to Order
 - 1.2. Welcome and Introductions
2. Approval of Minutes - Minutes from 11/21/19
3. 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. Pursuant to SAEC Policy the Leadership Committee may limit individual comments to no more than 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items:
 - 4.1. WIOA II RFA--John Werner and Mitch Rosin (by phone)
 - 4.2. Program Evaluation Data Chats – Heather/Thad
 - Bring:
 - Program enrollment (up or down, trends)
 - Completers
 - Federal Tables 4, 4b, 5
 - CAEP DIR report
 - NRS DIR Report
 - Report Spotlight
 - 4.3. Due Dates--John Werner
<https://caladulthood.org/DueDates>
 - 4.4. Next Leadership Committee Meeting 1/23/2020 Agenda—Heather Keran
5. Action Items
6. N/A
7. Adjournment

SAEC Leadership Committee Meeting Minutes

November 21 19, 2019 3:00AM - 5:00PM

Visalia Learning Center, Room 12

630 S. Atwood, Visalia, CA 93277

Co-Chairs: Heather Keran and Thad Russell

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Erika Delacruz, Farmersville Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business	<ul style="list-style-type: none"> • Called meeting to order by Heather Keran at 3:05pm 	
2	Review and approval of meeting minutes: November 5, 2019	<ul style="list-style-type: none"> • Approval of November 5, 2019 minutes at 4:52pm when we had a full Quorum 	<ul style="list-style-type: none"> • Motioned to Approve Minutes by Tami Olson, Visalia Adult School • Seconded by Robert Gonzales, Cutler-Orosi Joint Unified School District • Voted <ul style="list-style-type: none"> ➢ All Approved ➢ None opposed ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • No Comments 	
4	Information Items		
4.1	WIOA II RFA – John Werner and by phone Mitch Rosin	<ul style="list-style-type: none"> • Mitch Rosin will help all schools with the application process <ul style="list-style-type: none"> ➢ Went over each consideration and what it means ➢ Everyone will work from Google Docs • Phase 1: Last week of November <ul style="list-style-type: none"> ➢ Anticipated Demonstration of Effectiveness release ➢ Possible due date December 20th • Phase 2: CDE evaluates and responds to agencies <ul style="list-style-type: none"> ➢ Mitch will be on site to help school out on <ul style="list-style-type: none"> ▪ January 10 (TBD), January 13 and January 27 & 28 • Phase 3: RFA applications (4-6 weeks) <ul style="list-style-type: none"> ➢ Mitch will be on site to help schools on <ul style="list-style-type: none"> ▪ February 2, 4, 5 ▪ February 7 – TBD 	<ul style="list-style-type: none"> • John Werner will send everyone's contact information to Mitch • Brian Brazier arrived for meeting at 4:02

		<ul style="list-style-type: none"> Do not do anything until Mitch sends you something for input John Werner 	
4.2	Program Evaluation Data Chats – Heather/Thad	<ul style="list-style-type: none"> Discussed various evaluation data that can be used for WIOA II <ul style="list-style-type: none"> ➤ NRS Table 4 John Werner brought Q1 data. <ul style="list-style-type: none"> ➤ For information only, please review December 3, 2019 meeting bring Schedule tables 4B and 5 	
4.3	Due Dates – John Werner	<ul style="list-style-type: none"> Just a reminder that due dates you see are John Werner's due dates <ul style="list-style-type: none"> ➤ Information will need to be received sooner from the schools 	
4.4	Above Base Fund Application Draft Review – Heather/Thad	<ul style="list-style-type: none"> Passed out requirements from receiving Above Based Funds <ul style="list-style-type: none"> ➤ First page – Cover sheet <ul style="list-style-type: none"> ▪ What is the community of need ▪ How will you solve it ▪ Outline of 3 year plan and outcome ➤ Page 2 – Budget Detail <ul style="list-style-type: none"> ▪ Description of items and what it costs ▪ Other funds you may use <ul style="list-style-type: none"> • Above Bases Funds are not contingent on other funds sources ➤ Page 3 – Logic Model <ul style="list-style-type: none"> ▪ Help to align to the structure of the 3 year plan ➤ Page 4 - Progress Indicators (Smart Goals) <ul style="list-style-type: none"> ▪ Should only be one Smart Goal John Werner will work on a rubric 	
4.5	Next Leadership Committee Meeting 12/03/2019 – Heather Keran	<ul style="list-style-type: none"> April SAEC Board Meeting <ul style="list-style-type: none"> ➤ Will Spring Break affect the meeting ➤ Others at COABE ➤ Will affect advisory committee <ul style="list-style-type: none"> ▪ May be able to do it by Zoom ➤ Reports are due <ul style="list-style-type: none"> ▪ May not be able to bring to SAEC Board 2 months in a row Farmersville will not due Member Effectiveness Report in December Add WIOA action plan to agenda 	
5	Action Items	N/A	
6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 5:03pm 	