

SAEC Leadership Committee Meeting Minutes

January 23, 2020 3:00PM-5:00PM

VLC 12, Visalia Learning Center

630 South 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; Brett Grimm, Lindsay Unified School District; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Larriann Torrez, Tulare 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 3:04 by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of meeting minutes: December 3, 2019	<ul style="list-style-type: none"> • Approval of December 3, 2019 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for December 3, 2019 by Robert Gonzales, Cutler-Orosi Joint Unified School District • Seconded by Erika DeLaCruz, Farmersville Unified School District • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment		
4	Information Items		
4.1	Committee member Change:	<ul style="list-style-type: none"> • Thad Russell, COS <ul style="list-style-type: none"> ➤ Has taken a position with Porterville College • When COS has filled the position we will talk about new co-chairs for SAEC Leadership Committee 	

4.2	2020-21 & 2021-2022 Preliminary Fiscal Allocations	<ul style="list-style-type: none"> • Proposed COLA is 2.29% • Preliminary allocation schedule will come out 3rd week of February • Allocations will automatically go to programs <ul style="list-style-type: none"> ➤ Whatever percent you received last year will be received this year • Fiscal advisory committee will meet and draft document on how funds will be disbursed <ul style="list-style-type: none"> ➤ Information will be brought before the SAEC Board ➤ Fiscal allocation decisions need to be reached by March <ul style="list-style-type: none"> ▪ This will be an estimation so we can proceed with the process • Major bill coming out to clean up Ed code <ul style="list-style-type: none"> ➤ Hoping to move it forward but do not have an author for it yet 	
4.3	WIOA II RFA – John Werner and Mitch Rosin	<ul style="list-style-type: none"> • Mitch Rosin will be at Visalia Adult School on January 27th and 28th <ul style="list-style-type: none"> ➤ Will go through the 12 considerations with everyone ➤ Following schools will meet with Mitch on the 27th <ul style="list-style-type: none"> ▪ Hanford, Farmersville, and Tulare ➤ Following schools will meet with Mitch on the 28th <ul style="list-style-type: none"> ▪ Cutler-Orosi, Visalia, Corcoran ➤ Lindsay will contact Mitch when they have a day they can attend • After meetings Mitch will create drafts and then finalize with each school <ul style="list-style-type: none"> ➤ Schools will need to submit their report February 28th by 5:00pm 	
4.4	Member Effectiveness Reports	<ul style="list-style-type: none"> • February 24th SAEC Board Meeting <ul style="list-style-type: none"> ➤ Lindsay, Farmersville and Visalia • March 3rd SAEC Board Meeting <ul style="list-style-type: none"> ➤ COS <ul style="list-style-type: none"> ▪ COS will have someone to present it 	
4.5	SAEC Data Systems	<ul style="list-style-type: none"> • Low attendance at the Data Chats COP meeting <ul style="list-style-type: none"> ➤ Will have a meeting after every quarter submission ➤ They can work on goals for next quarter • Discussion on hiring another staff member <ul style="list-style-type: none"> ➤ Possible duties: Help with data, AWD ➤ Funding ➤ If hired for data what would the employee do <ul style="list-style-type: none"> ▪ Work with data from each school site 	

		<ul style="list-style-type: none"> ▪ Pull information from data sheets ▪ Look at consistency between sites and monitor it ▪ Data Goals/Action Planning ▪ Reporting to each site ▪ System set-up verification and fixing ▪ Provide training ▪ Post and pre testing are completed ▪ Benchmarking? ➤ Salary <ul style="list-style-type: none"> ▪ Do schools have money ➤ John Werner will write up a job description for the position <ul style="list-style-type: none"> ▪ Will decide FT or PT after ▪ Want to see how WIOA turns out before final decision ▪ Job will not be posted until 2020-2021 	
4.6	Program Evaluation Data Chats – Heather/Thad	<ul style="list-style-type: none"> • Every student should be marked that they have had supportive services • Discussion regarding data integrity • Looked at DIR <ul style="list-style-type: none"> ➤ Compared it ➤ Wrote it down and reviewed it ➤ Clarification of procedure fact and rule about data ➤ Will be doing the same with frontline staff 	
4.7	Due Dates – John Werner	<ul style="list-style-type: none"> • Reminder to watch for due dates • Handouts on professional development were passed around • Professional development for Standout <ul style="list-style-type: none"> ➤ Will be receiving an outline from Standout ➤ John would like feedback on topics that will be on outline 	
4.8	Next Board Meeting Agenda	<ul style="list-style-type: none"> • Leadership did not have time to go over agenda 	
4.9	Next Leadership Committee Meeting 02/04/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • Next Leadership Committee meeting will be February 4, 2020 at 10:00am at COS 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 5:03 pm 	