

SAEC Leadership Committee Meeting Minutes

January 24, 2019 2:30PM-4:30PM

Visalia Learning Center Room 12

630 South Atwood Visalia, CA 93277

Co-Chairs: Heather Keran and Thad Russell

In Attendance: Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Tami Olson, Visalia Adult School; Thad Russell, College of the Sequoias; Larriann Torrez, Tulare Joint Unified School District; John Werner, SAEC Director

| | Discussion Topic | Outcome | Action |
|-----|---|---|--|
| 1 | Opening Business | | |
| 2 | Review and approval of meeting minutes: December 4, 2018 | <ul style="list-style-type: none"> • Approval of December 4, 2018 Minutes | <ul style="list-style-type: none"> • Motioned to Approve December 4, 2018 Minutes by Thad Russell, College of the Sequoias • Seconded by Tami Olson, Visalia Adult School • Vote: <ul style="list-style-type: none"> ➤ All Approved: 5 ➤ None opposed: 0 ➤ Abstained: 1 (John Werner) ➤ Motion Carried |
| 3 | Public Comment | <ul style="list-style-type: none"> • John Werner handed out Cal Pro and Otan information • John Werner shared CAEAA White Paper report <ul style="list-style-type: none"> ➤ Now in front of CTA | |
| 4 | Information Items | | |
| 4.1 | Member Agency Program Area Reporting – John Werner | <ul style="list-style-type: none"> • Policy document handed out and went over information needed <ul style="list-style-type: none"> ➤ Program Area <ul style="list-style-type: none"> ▪ Need 2017.2019 Instructional Hours by Area ➤ Leveraged Funds <ul style="list-style-type: none"> ▪ All funds regardless of source • Needs to be loaded into NOVA by February 11, 2019 | |
| 4.2 | Data and Accountability Grant – John Werner | <ul style="list-style-type: none"> • Money is exhausted and spend • Navigators are currently gathering information now | |

| | | | |
|-----|---|---|--|
| 4.3 | Program Evaluation – John Werner | <ul style="list-style-type: none"> • We need a way to do program evaluation as a consortium • What data do we want to watch as site leaders? <ul style="list-style-type: none"> ➢ Program enrollment (up or down, trends) ➢ Completers ➢ Need to look at Federal Tables to help decide items we want to evaluate ➢ Look at weekly and monthly DIR report to know where we still need to capture data in the TOPs program • Administrators need to know when committee meets are so they can follow-up with teachers • Pull information from NOVA <ul style="list-style-type: none"> ➢ Everyone needs to pull the same information to do comparisons • It was suggested that we get all staff, from each school, that inputs data together <ul style="list-style-type: none"> ➢ Talk about procedures and best practices | <ul style="list-style-type: none"> • Larriann will look at NOVA and see what information everyone needs to pull |
| 4.4 | WIOA – Larriann Torrez | <ul style="list-style-type: none"> • 2nd Quarter Expenditure Claim, Technology Plan and TOPs reports due by Thursday, January 31, 2019 <ul style="list-style-type: none"> ➢ Everything is certified on line • Employment and Earning Survey <ul style="list-style-type: none"> ➢ Every student who exited first quarter and do not have a social security number is to be surveyed <ul style="list-style-type: none"> ▪ Survey is easy and can be emailed or text ▪ TOPs Pro Enterprise and the new Student Portal will help automate the process • Statewide Student Identification <ul style="list-style-type: none"> ➢ Beginning July 1, 2019 all students without social security numbers will need a SSID to be issued by CalPass via K-12 agencies | |
| 4.5 | SAEC Video Update – Tami Olson | <ul style="list-style-type: none"> • Tami needs to know when schools want students to come to the schools to video tape <ul style="list-style-type: none"> ➢ Tulare Adult and Cutler Orosi want to start in February ➢ Schools need to let Tami know dates by February 1st • Each school will have approximately a 35 second spot on whatever they want <ul style="list-style-type: none"> ➢ Video is to target programs | |

| | | | |
|-----|--|---|--|
| 4.6 | SAEC Boarding Meeting 02/05/19 Agenda – John Werner | <ul style="list-style-type: none"> • Current COS parking pass will be emailed out to everyone • GRID will be presenting • Effective report by COS <ul style="list-style-type: none"> ➤ Visalia Adult School moved to March • Expenditure report from last year to show <ul style="list-style-type: none"> ➤ Enrollment ➤ Dollar value spent on adult education, per student ➤ Look at the impact of enrollment • Impact of current budget <ul style="list-style-type: none"> ➤ Salary increases ➤ Compute 10 percent increase every year ➤ Cost of living increase ➤ Decrease number of classes <ul style="list-style-type: none"> ▪ Will have to start decreasing services ➤ Look at our plan and what it will cost <ul style="list-style-type: none"> ▪ Has cost of classes changed ➤ This information should be revisited ever year <ul style="list-style-type: none"> ▪ Do we need to restructure effort? | |
| 4.7 | Next Leadership Committee Meeting 02/05/19 Agenda – Heather Keran | <ul style="list-style-type: none"> • Look at <ul style="list-style-type: none"> ➤ Data ➤ Budget ➤ Edgenuity contract ➤ Video ➤ VAS effectiveness report | |
| 5 | Action Items | N/A | |
| 6 | Adjournment | <ul style="list-style-type: none"> • Meeting adjourned at 5:00pm | |