

SAEC Leadership Committee Meeting Minutes

February 20, 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; 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 3:08 by John Werner 	
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 February 4, 2020 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for February 4, 2020 by Larriann Torrez, Tulare Adult School • Seconded by Robert Gonzales, Cutler-Orosi Joint Unified School District • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment		
4	Information Items		
4.1	WIOA II RFA Status Check – John Werner	<ul style="list-style-type: none"> • Discussion on WIOA application process <ul style="list-style-type: none"> ➤ Let Mitch know when you make changes • John Werner will help out small schools • Due February 28th 	
4.2	Member Effectiveness Reports	<ul style="list-style-type: none"> • COS will be presenting on March 3, 2020 <ul style="list-style-type: none"> ➤ Jonna is working with Thad and will go over it with Brent 	

4.3	SAEC Data Systems	<ul style="list-style-type: none"> • Discussion on hiring a data expert <ul style="list-style-type: none"> ➤ Do not need a full-time person ➤ Adam Peck is putting together a cost analyst <ul style="list-style-type: none"> ▪ Will meet and get a cost proposal ➤ Would like to have the data person attend CASAS Summer Institute • Corcoran asked other schools about their intake process <ul style="list-style-type: none"> ➤ Corcoran and Farmersville need teachers trained <ul style="list-style-type: none"> ▪ Visalia Adult has a teacher that would be willing to do the training 	
4.4	Program Evaluation Data Chats - Heather	<ul style="list-style-type: none"> • Will go over most data at CoP meeting with front line staff on Friday, February 21, 2020 • Navigators will be reporting out to the SAEC Board data they have put together from their jobs <ul style="list-style-type: none"> ➤ RISDIS is one of the strategies we are doing ➤ Showed Leadership Committee data the Navigators have been collecting <ul style="list-style-type: none"> ▪ It was suggested that we add where students are being referred 	
4.5	Due Dates – John Werner	<ul style="list-style-type: none"> • Reminder to Leadership Committee of due dates 	
4.6	Governance Documents Review Process – John Werner	<ul style="list-style-type: none"> • Went over changes on the Governance Document that will be presented to the SAEC Board Members • Went over changes on the MOU that will be presented to the SAEC Board 	
4.7	Professional Development Calendar – John Werner	<ul style="list-style-type: none"> • Professional Development for StandOut <ul style="list-style-type: none"> ➤ March 2, 2020 at 1:00pm – 3:00pm and 4:00pm – 6:00pm <ul style="list-style-type: none"> ▪ Visalia Adult teachers cannot attend on Monday but will take care of their training ▪ May be held at Tulare Adult School, will let everyone know ▪ Agenda was emailed to everyone 	
4.8	Next Leadership Committee Meeting 03/03/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • Next Leadership Committee meeting will be March 3, 2020 at 10:00am at College of the Sequoias 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:54 pm 	