

SAEC Leadership Committee Meeting Minutes

March 3, 2020 10:00AM - 12:00PM

PRC, College of the Sequoias

915 South Mooney Blvd. Visalia, CA 93277

Co-Chairs: Heather Keran and Vacant

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; Jonna Schengel, College of the Sequoias; 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 9:32 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: February 20, 2020	<ul style="list-style-type: none"> • Approval of February 20, 2020 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for February 20, 2020 by Robert Gonzales, Cutler-Orosi Joint Unified School District • Seconded by Tami Olson, Visalia Adult School • 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"> • Thanked everyone for helping out with the RFA and working together <ul style="list-style-type: none"> ➤ Currently 187 funded agencies in California ➤ Had 246 new applications • Talked about contextualized learning • Burlington has a lot of coapps imbedded into their curriculum <ul style="list-style-type: none"> ➤ Does not replace ESL but is part of ESL ➤ Should have ESL committee go over it ➤ Visalia and Tulare adult have staff that can help other instructors 	

		<ul style="list-style-type: none"> with this <ul style="list-style-type: none"> ➤ John Werner will work on this and create a plan of what needs to be done • Discussion on Annual Plan and leveraging resources <ul style="list-style-type: none"> ➤ CAEP dollars will not go up. Need to look at other opportunities <ul style="list-style-type: none"> ▪ WIOA II ▪ Participate in shared professional development ▪ Perkins ▪ CalWORKS ▪ Work with business in your area ➤ Other creative ideas <ul style="list-style-type: none"> ▪ Create a charter <ul style="list-style-type: none"> • Rules for provision do not have adult ed exclusion • Takes time to do this • 50% of teachers need to be willing to charter ▪ Instructional service agreement with the college <ul style="list-style-type: none"> • Can do this with non-credit CTE, ESL ▪ Everyone needs to start thinking about how we can creatively get more money 	
4.2	Member Effectiveness Reports – Heather/Thad	<ul style="list-style-type: none"> • Lindsay will present in May <ul style="list-style-type: none"> ➤ Dennis Doan is doing well 	<ul style="list-style-type: none"> • Sending something to Dennis from the committee
4.3	SAEC Data Systems – John Werner	<ul style="list-style-type: none"> • Did not present to SAEC Board because of the budget discussion <ul style="list-style-type: none"> ➤ Will bring it back in May 	
4.4	Updating TE/benchmark Testing – Heather Keran	<ul style="list-style-type: none"> • Asked how everyone was doing ok getting everything up to date on TE report <ul style="list-style-type: none"> ➤ Everyone is doing good • Talked about CoP Data meeting <ul style="list-style-type: none"> ➤ Everyone felt it was a good meeting ➤ Would like more time for data staff to work together ➤ Need to work on an action plan ➤ General file structure is in google <ul style="list-style-type: none"> ▪ John will update and organize it better 	<ul style="list-style-type: none"> • Need to bring action plan to next Leadership meeting <ul style="list-style-type: none"> ➤ Then implement best practices
4.5	Program Evaluation Data Chats – Heather Keran	<ul style="list-style-type: none"> • At last meeting we dived into Federal tables <ul style="list-style-type: none"> ➤ Brought it to the CoP Data meeting • Went over Preliminary CAEP (Manage Summary) <ul style="list-style-type: none"> ➤ We are focusing on state income to catch more people 	<ul style="list-style-type: none"> • Next meeting bring DIR action goals

4.6	Due Dates – John Werner	<ul style="list-style-type: none"> • No discussion 	
4.7	Governance Documents Review – John Werner	<ul style="list-style-type: none"> • Take a look at annual plan <ul style="list-style-type: none"> ➤ Look at needs <ul style="list-style-type: none"> ▪ Are the needs still the same ones we should be concerned about (Regional Needs) ▪ We list 5 but do not need more than one or two ➤ Look at strategies <ul style="list-style-type: none"> ▪ Gaps in service ➤ Annual plan is due August 15th 	<ul style="list-style-type: none"> •
4.8	Professional Development Calendar – John Werner	<ul style="list-style-type: none"> • Teachers are asking for opportunity to visit other campuses <ul style="list-style-type: none"> ➤ Can do it at the instructional program level and at the administrative level ➤ Needs to be structured • Denise Douglas does a Tech Café for Tulare Adult School <ul style="list-style-type: none"> ➤ Usually does Tech Café monthly • Discussion on Stand Out training <ul style="list-style-type: none"> ➤ Cheaper than Burlington but not as extensive <ul style="list-style-type: none"> ▪ Should we have a committee look at Burlington and Stand Out ▪ Stand Out representative was at the last ESL committee meeting <ul style="list-style-type: none"> • Using PLC was one of the main topics • Adult Ed ESL is no longer about English instructional training ➤ Curriculum does not drive your instruction, it is a support mechanism <ul style="list-style-type: none"> ▪ Need teachers to understand this 	
4.9	Next Leadership Committee Meeting 03/19/2020 – Heather Keran	<ul style="list-style-type: none"> • DIR action plan goals from the data chat meeting • Bring red folder • Talk about student educational plans • Digital badges 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 11:28am 	