

SAEC Leadership Committee Meeting Minutes

March 19, 2020 3:00PM-5:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Vacant

In Attendance: Brian Brazier, Corcoran 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 3:08 by Heather Keran	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established	
1.3	Welcome and Introductions	<ul style="list-style-type: none">Robert Gonzales will not be able to attend because of a district zoom meetingGovernor suspended Brown Act<ul style="list-style-type: none">➤ Posting would be difficult➤ Meeting will still be added to SAEC Website as Barbara has the ability to do it➤ In anticipation of SAEC Board meeting<ul style="list-style-type: none">▪ May shift to a virtual setting▪ Meeting cannot be canceled due to actions that need to be taken	
2	Review and approval of meeting minutes: March 2, 2020	<ul style="list-style-type: none">Approval will take place next month	
3	Public Comment		
4	Information Items: COVID-19		
4.1	Phase 1: Contingency Plans Best Practices	<ul style="list-style-type: none">What are you doing?<ul style="list-style-type: none">➤ Creating a SAEC resource group for COVID-19➤ Will be kept updated as Barbara has the ability to update➤ Tulare Adult School<ul style="list-style-type: none">▪ Students are picking up work to be done at home▪ Checking out devices that are in hand	

		<ul style="list-style-type: none"> ▪ Staff are in communication via google classroom <ul style="list-style-type: none"> • Daily emails are going out to staff with tips and follow-up • They are also communicating to their students • Professional Developments were set up for some staff <ul style="list-style-type: none"> ○ Burlington PD • Plan to have staff put attendance information into ASAP from Edgenuity ▪ Tech Café Zoom meetings ▪ CTE programs students need to finish clinical and take state tests ➤ Visalia Adult School <ul style="list-style-type: none"> ▪ Everyone is off for 15 days with no one on site ▪ Will be extending LVN class to make up for lost time ▪ ESL teachers have attended two webinar events for Burlington ▪ Full-time teachers are monitoring and opening and testing everything that is being done remotely in Edgenuity ▪ No GED or HiSet is being given <ul style="list-style-type: none"> • Testing closed ➤ Corcoran Adult School <ul style="list-style-type: none"> ▪ Students have devices and are in daily contact with teachers ▪ Focus is mainly on K12 ▪ Some ESL students have been contacted by teacher through Zoom <ul style="list-style-type: none"> • Hours will be tracked ➤ Lindsay Adult School <ul style="list-style-type: none"> ▪ Have temporally suspended all onsite classes <ul style="list-style-type: none"> • Are doing virtual classes ▪ Majority of adult learners are working on Edgenuity ▪ District is focused on K12 this week ➤ Reminder that all Edgenuity tests have to be supervised by an instructor <ul style="list-style-type: none"> ▪ All adult schools will bypass giving out the tests ➤ Hanford Adult School <ul style="list-style-type: none"> ▪ Hanford is completely shut down ▪ Not allowed to contact students (zero contact) ▪ Only essential staff with approval from the District Office is allowed ▪ Suggested that Hanford see Governor Executive Order on 3/13/20 ➤ Plans on capturing Distance Learning hours <ul style="list-style-type: none"> ▪ Schools are working on this and will share information as they have it 	
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4.2	Phase 1: Program Evaluation – How will we monitor implementation	<ul style="list-style-type: none"> • May stretch out until June • Need to start thinking long term <ul style="list-style-type: none"> ➤ How we function and operate 	
4.3	Program Evaluation Data Chats - Heather	<ul style="list-style-type: none"> • Will put a hold on this for now 	
4.4	Due Dates – John Werner	<ul style="list-style-type: none"> • No discussion 	
4.5	Next Leadership Committee Meeting 04/23/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • All schools will plan on being back by April 14th • Would like to have a virtual Leadership meeting on April 16th <ul style="list-style-type: none"> ➤ Would like to do it in person if possible • Would like everyone to maintain communication <ul style="list-style-type: none"> ➤ Email each other ➤ Use Navigators ➤ John Werner will send out an email with a lot of resources 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:26pm 	