

SAEC Leadership Committee Meeting Minutes

April 16, 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; Erika DeLaCruz, Farmersville Unified School District; Brett Grimm, Lindsay 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 3:05pm 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> • Heather Keran was not able to attend so John Werner lead the meeting 	
2	Review and approval of meeting minutes: March 2, 2020 and March 19, 2020	<ul style="list-style-type: none"> • Approval of minutes for March 2 and 19, 2020 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for March 2, 2020 and March 19, 2020 by Tami Olson, Visalia Adult School • Seconded by Larriann Torrez, Tulare Adult School • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed <p>Motion Carried</p>
3	Public Comment	<ul style="list-style-type: none"> • Want to move public comment into the chat format of meeting 	
4	Information Items: COVID-19		
4.1	Phase 2: Contingency Plans Best Practices	<ul style="list-style-type: none"> • CAEP Memo on adult school closure/plan adherence and member effectiveness <ul style="list-style-type: none"> ➤ Memo gives a tool in some context to go back to others to say we have guidance that says we cannot just stop giving adult education completely <ul style="list-style-type: none"> ▪ We are not completely closed <ul style="list-style-type: none"> • Packets being picked up • Google classroom • Devices being picked up for usage ➤ To what degree are we still able to flex our plan <ul style="list-style-type: none"> ▪ SAEC Board will make that decision 	

- 3 year plan gives us a list of what we can do
 - Cannot do all of it at once
 - COVID has affect that plan
 - We hold onto what we can hold onto
- Return dates as of now
 - Tulare Adult: May 4th and or closed until further notice
 - Visalia Adult: May 4th or until Governor releases stay at home order
 - Exeter: Aligned with Visalia
 - Corcoran Adult: June 30th
 - Cutler-Orosi Adult: Going in three week increments, currently ends May 14th
 - Woodlake: Using distance learning and online learning, and aligned with Cutler-Orosi
 - Lindsay Adult: May 4, 2020 or until Governor releases stay at home order
 - Farmersville Adult: June 30, 2020
- Enrolling
 - Tulare and Visalia are not doing new enrollments, only enrolling those who have been in programs
 - Cutler-Orosi is not enrolling but are still proving services
 - Cannot CASAS test
 - Currently CAP does not have a solution or guidance for you to do placement testing
 - Even with testing could we get 70 hours of attendance?
- Summer School
 - Visalia Adult: Will not have any CTE classes, but will complete students who need to finish welding
 - Tulare Adult: Has moved to online enrolling
- Graduation
 - Corcoran and Alpaugh is not doing anything
 - Tulare Adult has made signs that say "Graduate Class of 2020"
 - Will give out to graduating seniors
 - Also made them for teacher appreciation
 - Cutler-Orosi is also doing signs
 - Visalia Adult will check into signs
 - Also looking at reducing credits required for graduation
 - Farmersville: Talking about doing a virtual graduation or drive through graduation
- Attendance collection
 - Online engagement from Aztec, edgenuity or other online tool

- Mastery learning
- Teacher verification of work
- Google classes
- May need to update handbooks to reflect changes
- Documentation of extra money being spent
 - Possible collection from FEMA for K-12 – What will happen with adult ed
 - Throw receipts in a box or find a way to track expenses
 - Tulare Adult:
 - Currently deficit spending
 - Additional security
 - Technology devices for students
 - Purchased separate one for independent study students
 - Cell phones for hot spots but Wi-Fi is a need
 - Scanning paperwork to put into google classroom
 - Students sign out items they receive
 - Worry we may not get items back
 - Disinfecting process
 - Cutler-Orosi:
 - Vandalism
 - Printing of materials which were mailed out
 - Corcoran
 - Able to hand out devices to everyone except for Alpaugh
- Professional Development
 - Tulare Adult: Doing training for teachers
 - Visalia Adult: Teachers and clerical staff using OTAN
 - Cutler-Orosi: Using NEWSELLA
- Devices
 - Visalia Adult: Devices not an issue, access to Wi-Fi an issue
 - Farmersville: Handed out devices, Wi-Fi an issue
- Device maintenance and disinfect process
 - Tulare Adult: Paperwork sits on shelf for a week before being graded
 - Visalia Adult: Not collecting paper packet work, using google classroom or email
- Wi-Fi
 - Affecting approximately 40 – 50% of students
 - Some services are available

		<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ ESL students are considered essential workers and are working long hours <ul style="list-style-type: none"> • Cannot be home to get Wi-Fi installed (2 hour process) ➤ Cutler-Orosi purchased Wi-Fi but company says it will be sold out through July of next year ➤ Rural areas have Wi-Fi but connectivity is terrible <ul style="list-style-type: none"> ▪ Also affects teachers living in those areas ➤ Farmersville: They have 2 companies on opposite sides of Farmersville Blvd. Companies do not want to work together ➤ Lindsay has terrible connectivity ➤ Corcoran: Has plenty of internet access ➤ Tulare Adult: Not enough hotspots • GED or HiSet testing <ul style="list-style-type: none"> ➤ GED testing can be done if testing centers can open ➤ HiSet is not doing pencil paper testing ➤ Tulare Adult: It is up to the district ➤ Visalia Adult: No testing center open ➤ Lindsay: Have not tried to do HiSet • Has your situation improved? <ul style="list-style-type: none"> ➤ Visalia Adult: Would say it has declined <ul style="list-style-type: none"> ▪ Major reason – not enrolling new students ➤ Tulare Adult: <ul style="list-style-type: none"> ▪ To complete update records teachers will have to make contact with students ▪ CASAS has been put on hold ➤ Culter-Orosi: <ul style="list-style-type: none"> ▪ Significant decline of access to students <ul style="list-style-type: none"> • This time of year students start working in the agriculture area • Needs <ul style="list-style-type: none"> ➤ Wi-Fi-internet access ➤ Zoom was a security issue but has been fixed • Resource Currently available <ul style="list-style-type: none"> ➤ SAEC website has community resources that teachers and staff can refer students to ➤ Navigators are available to reach students for school sites <ul style="list-style-type: none"> ▪ Will need basic information such as <ul style="list-style-type: none"> • Walk up vs car – give exactly what you want students to do • Google map screen shot of where homework is to be 	<ul style="list-style-type: none"> • John Werner will reach out to Debi Facette to see if they are doing anything regarding remote testing
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4.4	Due Dates – John Werner	<ul style="list-style-type: none"> • https://caladulthood.org/DueDates • Should hear about WIOA this week • ILC plan is due on the April 30th 	

4.5	Next Leadership Committee Meeting 04/23/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • Meeting will be at 1:00pm – 3:00pm • John Werner received call from Senator Melissa Hurtado <ul style="list-style-type: none"> ➤ Invitation to contribute to a bill for Adult Education • Waiting to send an email out that will call attention to Adult Education <ul style="list-style-type: none"> ➤ Will come around Leg Day ➤ Will be 4 documents ➤ Take to Boards to get a resolution passed 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 5:05pm 	