

SAEC Leadership Committee Meeting Minutes

April 23, 2020 1:00PM-3:00PM

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; Robert Gonzales, Cutler-Orosi Joint Unified School District; Brett Grimm, Lindsay Unified School District; 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 1:00pm 	
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: April 16, 2020	<ul style="list-style-type: none"> • Approval of minutes for April 16, 2020 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for April 16, 2020 by Larriann Torrez, Tulare Adult School • Seconded by Jonna Schengel, College of the Sequoias • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • Not much has changed on the agenda from last time <ul style="list-style-type: none"> ➤ It was suggested that the meeting only last for an hour <ul style="list-style-type: none"> ▪ John Werner will scroll down the agenda and will stop if there are any significant comments 	
4	Information Items: COVID-19		
4.1	Phase 2: Contingency Plans Best Practices	<ul style="list-style-type: none"> • Return dates <ul style="list-style-type: none"> ➤ Lindsay Adult: Has a new return date of May 18th and will look at changes in 2 week increments • CASAS testing <ul style="list-style-type: none"> ➤ Webinar from CASAS showing how testing can be done ➤ Tulare Adult heard they are going to pilot something 	<ul style="list-style-type: none"> • Tulare Adult will check out webinar and see what was said

- Enrolling without CASAS?
 - Can paper and pencil be done
 - Social distancing needs to be maintained
 - Policy for disinfecting
 - Temperature checking at door
 - Each school needs to get guidance from their district on what they can do

- Attendance: How it is being tracked
 - Online students are getting attendance for time online
 - Packets have hours and credits that are assigned to them when completed
 - Students turn in and teachers will go an attendance by that
 - Packets get sprayed every few days
 - Gloves are being used

- Graduation
 - Cutler-Orosi: Looking at doing a virtual graduation
 - By car, take pictures
 - Possibly delaying until July or August
 - Tulare Adult: Looking at having graduation at the end of June
 - Looking at drive through, pick up diploma and take a picture
 - Would give out scholarships at the same time
 - Currently they are ordering cap and gowns as if we are doing graduation
 - Finishing signs and will distribute them next week
 - Visalia Adult: Will not hold a graduation ceremony
 - Looking at virtual graduation or drive by
 - Will be doing a drive by to have students pick up signs and diplomas
 - They do graduations in January so students from this year will be invited to attend
 - Lindsay: No graduation
 - Working on drive through
 - Will have yard signs and t-shirts
 - Working on a video that will be posted on line with pictures from the students
 - Cutler-Orosi
 - Come by with parents and pick up diploma
 - Board Members will be near along with a photographer
 - It will be published online as it is happening for all to see

- Documentation of extra money being spent
 - Talk to your district finance person to put together a plan to tag what you are spending

		<ul style="list-style-type: none"> ▪ A spread sheet would be helpful • GED or HiSet testing <ul style="list-style-type: none"> ➤ Hanford is working on opening their GED test center ➤ John Werner reached out to Debi Facette and she said they were working on something <ul style="list-style-type: none"> ▪ Will not be ready until late May or June ▪ Will be asking testing centers to use a ranking system ➤ Lindsay has not heard anything from Hiset <ul style="list-style-type: none"> ▪ Lindsay has 2 that are ready ▪ Visalia has 8 that are ready • Resource Currently available <ul style="list-style-type: none"> ➤ College of the Sequoias is on a list for receiving emergency funding <ul style="list-style-type: none"> ▪ Checks will be cut to students who need it the most (Pell Grants) ➤ There are resources for students in the health care classes <ul style="list-style-type: none"> ▪ College of the Sequoias will email the information out to everyone ▪ John Werner will make sure Maribel gets it so she can inform students • Needs as of 4/23/2020 <ul style="list-style-type: none"> ➤ John Werner got census bags out ➤ Cutler-Orosi – Needs a program to address the ELD portion where EL students need ELD support <ul style="list-style-type: none"> ▪ Corcoran uses Ellevation they got through Clever 	
	Program Evaluation Data Chats – Heather Keran	<ul style="list-style-type: none"> • Would like to look at what enrollment and attendance were pre COVID 	
4.4	Due Dates – John Werner	<ul style="list-style-type: none"> • http://caladulthood.org/DueDates • Will send out reminders of what each school needs to do 	
4.5	Next Leadership Committee Meeting 05/05/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • Meeting will be at 1:00pm – 3:00pm • John Werner will be meeting with SAEC Board Co-chairs next week • So far no May revise on the Governor budget • Would like to let the SAEC Board know how we have responded to COVID-19 	
5	Action Items	<ul style="list-style-type: none"> • NA 	

6	Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 1:47pm	<ul style="list-style-type: none">• Motioned to adjourn meeting by Erika DeLaCruz, Farmersville Unified School District• Seconded by Larriann Torrez, Tulare Adult School• Vote:<ul style="list-style-type: none">➤ All Approved➤ None opposed Motion Carried
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