

## SAEC Leadership Committee Meeting Minutes

May 4, 2021

9:15AM – 10:15aM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Adult School; Robert Gonzales, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Larriann Torrez, Tulare Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>• Called to order at 8:44am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>• Quorum Established - Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of Minutes from 04/06/21 and Notes from 04/22/21</b>	<ul style="list-style-type: none"> <li>• Approval of minutes from April 6, 2021</li> <li>• Approval of notes from April 22, 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to approve both minutes and notes by Larriann Torrez, Tulare Adult School</li> <li>• Seconded by Robert Gonzales, Cutler-Orosi Adult Education Center</li> </ul> Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ <b>Abstain:</b> No</li> <li>➤ Motion Carried</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• No comments</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>WIOA II – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• CIP plan was due April 30, 2021</li> <li>• WIOA II - GAN               <ul style="list-style-type: none"> <li>➤ Make sure to get your Superintendent's signature</li> <li>➤ All schools got and increase that needs to be used by Jun 30, 2021</li> <li>➤ Money can be used on staff for extending summer school, benchmark testing and more</li> <li>➤ 5% cap on Admin cost</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ If you need an increase you must do it now or it will not be approved</li> <li>• WIOA funding <ul style="list-style-type: none"> <li>➤ Funding will be the same dollar amount as it was for this year</li> <li>➤ Next year they will look at the last 2 years to decide funding</li> <li>➤ Will receive an amended grant if <ul style="list-style-type: none"> <li>▪ There are issues on original GAN</li> <li>▪ Agencies dropped one or more programs</li> <li>▪ Funding increase</li> <li>▪ Talk to your consultant if you have any problems</li> </ul> </li> </ul> </li> </ul>	
4.2	<b>Perkins – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• Met with Perkins team <ul style="list-style-type: none"> <li>➤ Waiting to get numbers from one school</li> </ul> </li> </ul>	
4.3	<b>SAEC Governance Documents – John Werner</b>	<ul style="list-style-type: none"> <li>• SAEC Board has approved Report on Consortium Governance and Memorandum of Understanding <ul style="list-style-type: none"> <li>➤ Will email out blacklined copies</li> <li>➤ Need LEA Board approval on both documents</li> <li>➤ Governance document only needs Superintendent’s signature</li> <li>➤ MOU needs Superintendent and Board President’s signature</li> <li>➤ Signed copies, agenda and minutes of meeting need to be emailed to the SAEC office</li> </ul> </li> <li>• Reminder to keep your Boards informed and literate of what our presence in the community does <ul style="list-style-type: none"> <li>➤ John Werner will be happy to come and share what the consortium is</li> </ul> </li> </ul>	
4.4	<b>2021-2022 Fiscal Allocations – John Werner</b>	<ul style="list-style-type: none"> <li>• CFAD approval in NOVA is done</li> <li>• If we have a COLA increase we will do a CFAD amended document</li> </ul>	
4.5	<b>News and Review Marketing Campaign</b>	<ul style="list-style-type: none"> <li>• Planning on distribution of publication around June 24<sup>th</sup>. Meeting that date is contingent on the timeline <ul style="list-style-type: none"> <li>➤ May 7th - Return first proof edits (will receive the first proof around 5/3). Once you return your edits, we'll get started on your digital marketing package and e-bulletin.</li> <li>➤ May 14th - Return second proof edits (will receive around 5/11).</li> <li>➤ May 19th - Give final approval of English publication (will receive on same day).</li> <li>➤ May 27th - Return edits for translated Spanish version (will receive around 5/24).</li> <li>➤ June 1st - Give final approval of Spanish publication (will receive on same day).</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ June 3rd - Publication sent to printer.</li> </ul>	
4.6	<b>SAEC Data Submission and Fiscal Expenditure Reporting Status Check – John Werner</b>	<ul style="list-style-type: none"> <li>• Data submission <ul style="list-style-type: none"> <li>➤ Quarter 2 has been certified</li> <li>➤ Quarter 3 is coming up</li> </ul> </li> </ul>	
4.7	<b>Price tag to Do Digital Badging – John Werner</b>	<ul style="list-style-type: none"> <li>• Need everyone to complete email that was sent out on digital badging survey that is requesting numbers <ul style="list-style-type: none"> <li>➤ Cost will be per head per student</li> <li>➤ Unduplicated count is needed</li> </ul> </li> <li>• Would like to include staff in receiving digital badging</li> <li>• Need head count to get price tag</li> </ul>	
4.8	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>• Summer CASAS Institute <ul style="list-style-type: none"> <li>➤ Will be virtual</li> <li>➤ Extra funds could be used to send your computer person or support staff</li> </ul> </li> <li>• Professional development for teachers before going back to school in the Fall <ul style="list-style-type: none"> <li>➤ Burlington English <ul style="list-style-type: none"> <li>▪ Grace does a great job doing professional development for this</li> <li>▪ OTAN links already have PD links if teachers cannot make it</li> <li>▪ Tulare is working on something for Fall <ul style="list-style-type: none"> <li>• Can partner with Porterville Adult</li> </ul> </li> </ul> </li> <li>➤ Will use May 20<sup>th</sup> to decide some professional development</li> </ul> </li> <li>• Computer donations to adult schools <ul style="list-style-type: none"> <li>➤ Lindsay Unified is receiving free Chromebooks from <ul style="list-style-type: none"> <li>▪ <a href="https://www.cetfund.org/">https://www.cetfund.org/</a></li> <li>▪ Start here and they may be able to point you to other places that are also giving out free computers</li> </ul> </li> </ul> </li> </ul>	
4.9	<b>Program Area Committee Meeting Dates – John Werner</b>	<ul style="list-style-type: none"> <li>• Reminder of Meetings <ul style="list-style-type: none"> <li>➤ ESL: TBD for 2021.2022</li> <li>➤ ABE/ASE: TBD for 2021.2022</li> <li>➤ AWD To be determined/as needed</li> </ul> </li> </ul>	
4.8	<b>SAEC Data</b>	<ul style="list-style-type: none"> <li>• Reminder of Meetings</li> </ul>	

	<b>Community of Practice Meeting Dates for each quarter</b>	<ul style="list-style-type: none"> <li>➤ Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>▪ 07/15/21 and 07/22/21 (11:00pm – 12:00pm)</li> <li>▪ Multiple dates because people are on vacation. Only need to attend one of the dates</li> </ul> </li> </ul>	
4.9	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>• <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> <li>• Perkins <ul style="list-style-type: none"> <li>➤ Waiting for numbers from one school</li> </ul> </li> </ul>	
4.10	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>• Next meeting will be 05/20/21 with time change: 12:00pm – 2:00pm <ul style="list-style-type: none"> <li>➤ Potential PD's for staff</li> <li>➤ Annual plan – Neil says there are changes coming</li> <li>➤ Digital badging – follow up on numbers</li> </ul> </li> </ul>	
4.11	<b>Next SAEC Board Meeting on 8.3.21</b>	<ul style="list-style-type: none"> <li>• Next meeting 08/03/21</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
5.1	<b>2021-2022 SAEC Leadership Committee Meeting Dates</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to accept the calendar with the July meeting struck out approve by Larriann Torrez, Tulare Adult School</li> <li>• Seconded by Brian Brazier, Corcoran Joint Unified School District Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ <b>Abstain:</b> No</li> <li>➤ Motion Carried</li> </ul> </li> </ul>
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 9:56am</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Erika DeLaCruz, Farmersville Adult School</li> <li>• Seconded by Larriann Torrez, Tulare Adult School</li> <li>• Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ <b>Abstain:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>