

SAEC Leadership Committee Meeting Minutes

May 5, 2020 9:15AM - 10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Vacant

In Attendance: 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 9:17am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of meeting minutes: April 23, 2020	<ul style="list-style-type: none"> • Approval of minutes for April 23, 2020 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for April 23, 2020 by Larriann Torrez, Tulare Adult School • Seconded by Brett Grimm, Lindsay Unified School District • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • No Comment 	
4	Information Items: COVID-19		
4.1	Phase 2: Contingency Plans Best Practices	<ul style="list-style-type: none"> • Updated return dates <ul style="list-style-type: none"> ➤ Hanford Adult – Closed through the end of June ➤ Tulare Adult – Taking it 2 weeks at a time • GED testing <ul style="list-style-type: none"> ➤ Hanford Adult <ul style="list-style-type: none"> ▪ Have not started GED testing ▪ Chose to focus on CASAS post testing instead 	

- As we start to work at going back what does adult education look like?
 - Tulare Adult
 - Started doing orientations for medical program
 - Checked student temperatures
 - Practiced social distancing
 - Plan to start GED testing next week
 - All CTE programs that did not finish will finish this summer
 - Will have online classes this summer except for the medical program
 - Last medical program is finish up
 - Social distancing was established
 - Visalia Adult
 - Currently only bringing back essential personnel as needed
 - Not moving to do anything in May
 - June is the earliest that GED testing will happen
 - July 1st - Planning for testing and lottery for CNA and MA classes
 - Hope to finish the 12 hours CNA class still needs in June
 - Can't get into nursing homes. Waiting on CDPH
 - CNA's students that finish the class cannot take state testing to get licenses yet
 - 2 classes that did not start will hopefully start in the Fall
 - Plan on offering 2 night CNA classes instead of one
 - Billing and Coding will take finals in June
 - MA and Welding will come back in August and finish
 - Will be short staff in the LVN department because of retirements
 - Class currently going into their 2nd trimester
 - Farmersville Adult
 - Designating a teacher to do Distance Learning
 - Just now thinking about social distancing
 - Cutler-Orosi Adult
 - Evening classes: Looking at running two 90 minute sessions with 10 to 15 students in each
 - Morning classes: No change
 - Lindsay Adult
 - Have already built a distance learning program
 - Looking at opening up the site by appointment only
 - No decisions made yet
 - Hanford Adult
 - Students who can be online are
 - Other students doing packets
 - District has talked about allowing things to open up but have not talked about the most at risk population

		<ul style="list-style-type: none"> ➤ College of the Sequoias <ul style="list-style-type: none"> ▪ Looking at seeing they can do online medical courses • Phase 4 – What strategies need to be in place? <ul style="list-style-type: none"> ➤ Tulare Adult <ul style="list-style-type: none"> ▪ Cannot get the supplies of masks and gloves that are needed ➤ Visalia Adult <ul style="list-style-type: none"> ▪ Placed a normal order for medical supplies <ul style="list-style-type: none"> • Got everything except masks and gloves ➤ College of the Sequoias <ul style="list-style-type: none"> ▪ Will have a process to follow ▪ It will be on a whole different level ➤ Hanford Adult <ul style="list-style-type: none"> ▪ Staff can only be on campus on designated days ▪ Harder with students • Without a date or profile on how to prepare facilities we need protocols in place for staff and students <ul style="list-style-type: none"> ➤ Given the context we know right now we need to create a plan <ul style="list-style-type: none"> ▪ Number of students ▪ Social distancing ▪ Building out a plan on-line ▪ Adjust accordingly ➤ Feel it will be an ongoing conversation ➤ Need to know what we will be allowed to do • Asked ABE committee how would they enroll students if there is no CASAS testing <ul style="list-style-type: none"> ➤ Use GED practice test as an indicator ➤ Use student requests ➤ Use Aztec diagnostics ➤ Use Aztec locator ➤ Look at high school transcripts ➤ Teacher interview ➤ If they start in ABE and should have been in HSD give them credit ➤ CASAS goals practice test ➤ Burlington has diagnostics for ESL ➤ How will this correlate with funding? <ul style="list-style-type: none"> ▪ Ideas above will not solve this ▪ There are teams trying to get a solution on this 	
	AWS Online Learning Modules – Heather Keran	<ul style="list-style-type: none"> • Schools are paying a lot for the AWS online learning modules. What is our commitment to the extra \$125 that students are paying for <ul style="list-style-type: none"> ➤ Are students actually using the program 	<ul style="list-style-type: none"> • John Werner will get a task

		<ul style="list-style-type: none"> ➤ Is the online part a requirement • What will social distancing look like in the program <ul style="list-style-type: none"> ➤ Something to think about 	force on this
	Program Evaluation Data Chats – Heather Keran	<ul style="list-style-type: none"> • Would like to look at what enrollment and attendance were pre COVID <ul style="list-style-type: none"> ➤ Numbers are down at all schools ➤ Doing online classes and packets <ul style="list-style-type: none"> ▪ Need to start finding out where students are that have not returned 	
4.4	Due Dates – John Werner	<ul style="list-style-type: none"> • http://caladulthood.org/DueDates • 3rd quarter fiscal reporting is due 	
4.5	Next Leadership Committee Meeting 05/21/2020 Agenda – Heather Keran	<ul style="list-style-type: none"> • Next meeting will be at 1:00pm – 2:00pm on Zoom 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:05am 	