

## SAEC Leadership Committee Meeting Minutes

August 4, 2020 9:15AM - 10:15AM

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; Dennis Doane, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; 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	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>• Called to order at 9:18am</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>• No Quorum</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of Minutes from 05/21/2020, Review Notes from: 07/23/20</b>	<ul style="list-style-type: none"> <li>• Approval of minutes for May 21, 2020 and for notes for July 23, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Larriann Torrez, Tulare Adult School</li> <li>• Seconded by Robert Gonzales, Cutler-Orosi Joint Unified School District</li> <li>• Vote: All approved None opposed Motion Carried</li> </ul>
3	<b>Public Comment</b>		
4	<b>Information Items</b>		
4.1	<b>Information / Discussion Items</b>	<ul style="list-style-type: none"> <li>• Will vote for co-chair position at next meeting               <ul style="list-style-type: none"> <li>➤ Will add to agenda</li> </ul> </li> </ul>	
4.2	<b>Resources</b>	<ul style="list-style-type: none"> <li>• CAEP/CALPRO/Otan/CASAS one-stop shop resource site               <ul style="list-style-type: none"> <li>➤ <a href="https://otan.us/resources/covid-19-field-support/">https://otan.us/resources/covid-19-field-support/</a></li> </ul> </li> </ul>	
4.3	<b>Fall Semester with Governor's 7/17 policy for K12 Schools</b>	<ul style="list-style-type: none"> <li>• Enrollment process               <ul style="list-style-type: none"> <li>➤ May need to add more evening classes to increase enrollment                   <ul style="list-style-type: none"> <li>▪ Parents home with kids that are out of school</li> </ul> </li> <li>➤ Visalia Adult has added more classes at elementary sites</li> <li>➤ Saturday classes                   <ul style="list-style-type: none"> <li>▪ May use time sheeted/part-time teachers wanting more</li> </ul> </li> </ul> </li> </ul>	

- hours
    - Some districts cannot do classes on Saturday
    - Some sites teachers are required teach in their classrooms
      - Cleaning classrooms become an issue
      - COS faculty cannot come in and open campus
  - We have approximately 200 students enrolled in GED classes consortium wide
- Remote testing
  - Meeting John attended talked about various pilot models that are being used
    - #1 – Students in room doing test; proctor in another room
    - #2 – Students come to campus; computer loaded with CASAS and take it to their car while proctor sits at desk on campus and monitors the parking lot
    - #3 – Student on school issued device at home; proctor logs in; student shows the room all around them; proctor tells student of changes they need to make to room; proctor gets student testing by logging on the computer in the lab
      - Takes approximately 2 hours and 45 minutes to complete test
  - In any scenario proctor needs to know how to help student take control of device and any other problems students may have
  - Hanford: Students are doing in person testing
  - Tulare: Student sets up for testing after they have done online registration
    - Testing is in person
    - Teachers will also help with testing
  - Lindsay: Students are doing HISET testing by appointment
  - Visalia: Once a student registers on-line they are called and given an appointment for testing
    - Testing about 30 to 35 students a day
      - 8 students a session
  - Hanford: Test 15 students a day
- Virtual Navigator (RISDS)
  - Email John Werner at let him know if you site can take navigators and what are the constraints
  - Would like to get all navigators out at the same time
  - Tulare: Staff are required to come in now
  - Visalia: All staff are back
    - Staff can fill out form if they have extenuating circumstances with children
  - Hanford: Employees are allowed to bring children with them to work
    - Certificated staff required to come in
    - Creating a Co-op situation for the children

		<ul style="list-style-type: none"> <li>• Staff watch children on rotating basis</li> <li>➤ Navigators would like everyone to fill out a form regarding what is happening at your sites. (start times, classes etc.) <ul style="list-style-type: none"> <li>▪ Leadership will fill out form but <ul style="list-style-type: none"> <li>• It was suggested that navigators need to reach out to the admin for answers throughout the year</li> <li>• Attend staff meetings</li> <li>• Stated partners have been a great help</li> </ul> </li> <li>▪ John asked that they put down who the contact person would be if they cannot get hold of admin</li> </ul> </li> </ul>	
4.4	<b>Program Evaluation Data Chats</b>	<ul style="list-style-type: none"> <li>• Suggest that all information be put on a spreadsheet and looked at next time <ul style="list-style-type: none"> <li>➤ Information form 18/19 and 19/20 (2-year comparison) <ul style="list-style-type: none"> <li>▪ Need to keep number in play they can be looked at in the future years</li> </ul> </li> <li>➤ John Werner asked everyone to send their data to him and he will add it to a spread sheet <ul style="list-style-type: none"> <li>▪ Will share at next meeting</li> </ul> </li> </ul> </li> <li>• CASAS working on a formula to run a reports for each school</li> <li>• Suggestion <ul style="list-style-type: none"> <li>➤ Good to train more than one person for testing in case someone gets ill</li> </ul> </li> </ul>	
4.5	<b>2020/21 Annual Plan/Three Year Plan/MOU</b>	<ul style="list-style-type: none"> <li>• Take MOU to LEA to get it approved</li> <li>• John Werner will load annual plan into NOVA for the consortium and the superintendents will need to click to approve <ul style="list-style-type: none"> <li>➤ State will pull out a list for the schools and they will need to pick the strategies for their own individual plans</li> </ul> </li> <li>• 3 Year Plan does not need updating</li> </ul>	
4.6	<b>Due Dates</b>	<ul style="list-style-type: none"> <li>• <a href="https://caladulted.org/DueDates">https://caladulted.org/DueDates</a></li> </ul>	
4.7	<b>Professional Development Day August 11, 2020</b>	<ul style="list-style-type: none"> <li>• Full day of Profession Development <ul style="list-style-type: none"> <li>➤ Staff will be in own classrooms selecting their sessions</li> </ul> </li> <li>• Some sessions are pre-recorded but they plan on recording all sessions <ul style="list-style-type: none"> <li>➤ Still working on adding more topics</li> <li>➤ All sessions will be in zoom</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Will do a consortia wide PLC that John Werner will open up <ul style="list-style-type: none"> <li>➤ For split off sessions John will need an administrator in each session with the navigators</li> <li>➤ It was suggested that we break up the CTE into medical and non-medical</li> <li>➤ CTE will be Maribel Delgado and Janine Medina with Larriann Torrez and Tami Olson <ul style="list-style-type: none"> <li>▪ They will decide in a future meeting if they will split the CTE</li> </ul> </li> <li>➤ ESL will be Carmen Becerra and Johnathon Kurts <ul style="list-style-type: none"> <li>▪ Alex Jimenez will also be attending this session</li> </ul> </li> <li>➤ HSD/ABE/HSE will be Alida Mora and Jackie</li> <li>➤ Registration information will be sent out to everyone <ul style="list-style-type: none"> <li>▪ When registered John will be able to put them into their breakout groups automatically</li> <li>▪ Asked that each school send to John who will be attending which breakout session</li> </ul> </li> </ul> </li> <li>• It was asked if there would be any TOPSPRO training <ul style="list-style-type: none"> <li>➤ Tulare Adult will see if there is anything else CASAS can do</li> </ul> </li> <li>• Would like to do a Zoom training <ul style="list-style-type: none"> <li>➤ Tulare Adult will reach out to Zoom to see what they have</li> <li>➤ Training for beginners in on their website</li> </ul> </li> <li>• It was suggested that Entry Update be communicated to all staff in all sessions. <ul style="list-style-type: none"> <li>➤ Pre-testing is also important</li> <li>➤ Need a check off list for teachers and staff</li> </ul> </li> </ul>	
4.8	<b>Next Leadership Committee Meeting</b>	<ul style="list-style-type: none"> <li>• August 20, 2020</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 10:39am</li> </ul>	