

SAEC Leadership Committee Meeting Minutes

September 24, 2020 3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Vacant

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Dennis Doane, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint 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 3:03pm 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 08/20/2020	<ul style="list-style-type: none"> • Approval of minutes for August 24, 2020 	<ul style="list-style-type: none"> • Motioned by Tami Olson, Visalia Adult School • Seconded by Jonna Schengel, College of the Sequoias • Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • Amazon who is a partner with COABE is having a National Job Fair 	
4	Information Items		
4.1	COVID-19	<ul style="list-style-type: none"> • Tulare <ul style="list-style-type: none"> ➤ Doing limited testing which is slow <ul style="list-style-type: none"> ▪ May want to look at other ways to test ▪ Do we standardize it ▪ Currently enroll students without testing <ul style="list-style-type: none"> • HSD/GED ➤ Spanish GED testing at home is coming out • Visalia Adult <ul style="list-style-type: none"> ➤ Will be benchmark testing at the end of October <ul style="list-style-type: none"> ▪ In clusters of 7 	

		<ul style="list-style-type: none"> ▪ Teachers will do the testing ➤ Coming up with incentives to encourage students to do benchmarking ➤ Will benchmarking testing for ESL students in November <ul style="list-style-type: none"> • Cutler – Orosi <ul style="list-style-type: none"> ➤ Enrollment numbers are increasing ➤ ESL numbers are low • SAEC Navigators <ul style="list-style-type: none"> ➤ Takes approximately 30 minutes to help each student with the online registration ➤ Get a list of students to navigators who did not come back after last year <ul style="list-style-type: none"> ▪ HSD student are the best to call right ▪ John and Barbara are happy to help out with phone calls 	
4.2	WIOA II GANs and Discussion – Larriann Torrez	<ul style="list-style-type: none"> • GAN is the grand award notification letter <ul style="list-style-type: none"> ➤ Is currently being released ➤ If you want to know your allocations you can call your consultant • Confirm that in your TE system that your funding sources are selected • Money is awarded off of your historic data <ul style="list-style-type: none"> ➤ For new schools it is off of what was on your application <ul style="list-style-type: none"> ▪ At the end of the year they will see if you met your goals. This will reflect what they may give you the next year ➤ Whatever your outcomes were last year you need to do better than that to get an increase for the next year • Reminder to send out your survey to your students stating which COAAP they would like <ul style="list-style-type: none"> ➤ Only list COAAPs you can deliver ➤ Need to have at least one selected by October 15th <ul style="list-style-type: none"> ▪ You can select more throughout the year ➤ Save the surveys because they ask for it if you are audited <ul style="list-style-type: none"> ▪ Has to be a paper based survey 	<ul style="list-style-type: none"> • John will email out video of the process • John will email out a video of how to choose your COAAPs
4.3	HSD Graduation Requirements – Tami Olson	<ul style="list-style-type: none"> • Everyone has different graduation requirements for High School Diploma <ul style="list-style-type: none"> ➤ Do we want to standardize <ul style="list-style-type: none"> ▪ Assembly bill that was passed has made it possible to changed credit requirements ▪ Schools felt this conversation would need to be done at the board level then brought back to leadership 	<ul style="list-style-type: none"> • Suggested that we have a graduation alignment taskforce along the site administration <ul style="list-style-type: none"> ➤ Take it to the SAEC

		<ul style="list-style-type: none"> ▪ The state has included CTE under Fine Arts/Foreign language ➤ Visalia Adult School would like to requirements to 180 credits ➤ Students do not need to go to school closest to them since it is all on line. May chose school who has the lowest amount of credits required <ul style="list-style-type: none"> • How do school handle work experience credit <ul style="list-style-type: none"> ➤ Tulare Adult has a form that needs to be filled out <ul style="list-style-type: none"> ▪ If student is with employer FT they will get 15 credits ▪ Credits are given per year and not all at once ➤ Visalia Adult caps at 40 <ul style="list-style-type: none"> ▪ Some school outside of our consortium give more credit for work experience <ul style="list-style-type: none"> • If we drop graduation requirements then elective requirements would be much smaller <ul style="list-style-type: none"> • COS has extra money and would like to send ESL instructors or counselor to the sites if interested <ul style="list-style-type: none"> ➤ Cutler-Orosi would like to have them ➤ When Visalia starts ESL labs they would like to have them ➤ Could use them during zoom instructions • Corcoran asked if Sophia Cook the offsite ESL coordinator is coming back on campus 	<ul style="list-style-type: none"> Board members in November ➤ Would like new requirements by December 2020 <ul style="list-style-type: none"> • Asked schools to send dates and time they would be interested in having them to Jonna • John will reach out to Sophia
4.4	Program Evaluation Data – John Werner	<ul style="list-style-type: none"> • Not printing out DIR anymore. Using Data Submission Wizard • Member Effectiveness Reports <ul style="list-style-type: none"> ➤ Usually in November, December and February <ul style="list-style-type: none"> ▪ November: Tulare and Hanford ▪ December: Cutler-Orosi, Corcoran, Farmersville ▪ February: Visalia, COS and Lindsay 	<ul style="list-style-type: none"> • Call John if you do not know what it is and he will work with you one on one
4.5	2020/21 Member Annual Budget and Work Plan in NOVA – John Werner	<ul style="list-style-type: none"> • School need to get something into NOVA right now so it can be certified by the end of December 	
4.6	2019/20 Program Area Reported by each Member – John Werner	<ul style="list-style-type: none"> • Due in NOVA by September 1, 2020 	

4.7	Due Dates – John Werner	<ul style="list-style-type: none"> • https://caladulted.org/DueDates 	
4.8	10/06/2020 SAEC Board Meeting Agenda	<ul style="list-style-type: none"> • Need to run through data reporting • WIOA information to be presented by Larriann • Suggest that we ask Devon Jones and Adam Peck to be guest speakers <ul style="list-style-type: none"> ➤ Economic update • Propose that we brand a standardized digital badging system <ul style="list-style-type: none"> ➤ COS is working on one ➤ SAEC has been working on one for ESL 	<ul style="list-style-type: none"> • John will follow up with Devon and Adam
5	Action Items	<ul style="list-style-type: none"> • None 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:08pm 	