

SAEC Leadership Committee Meeting Minutes

October 1, 2019 10:00AM - 12:00PM

PRC, College of the Sequoias

915 South Mooney Blvd. Visalia, CA 93277

Co-Chairs: Heather Keran and Thad Russell

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Thad Russell, College of the Sequoias; Larriann Torrez, Tulare Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business	<ul style="list-style-type: none"> • Called to order at 10:00am by Heather Keran 	
2	Review and approval of meeting minutes: September 19, 2019	<ul style="list-style-type: none"> • Approval of September 13, 2019 	<ul style="list-style-type: none"> • Motioned to Approve Minutes for August 22, 2019 with corrections by Tami Olson, Visalia Adult School • Seconded by Robert Gonzales, Cutler-Orosi Joint Unified School District • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried
3	Public Comment		
4	Information Items		
4.1	SAEC Fiscal Models – Heather Thad	<ul style="list-style-type: none"> • Went over changes the SAEC Board requested for the Governance Document <ul style="list-style-type: none"> ➤ Changed language: Changed shall to may except for the last sentence in section D ➤ COLA will become above-based funds • Applying for above-based funds thoughts <ul style="list-style-type: none"> ➤ Criteria needs to be realistic ➤ Cap word count ➤ Provide time line and description how data will be used <ul style="list-style-type: none"> ▪ Formative and substantive data ▪ Give time to change things and make it work ➤ Workshop on how to apply for above based funds ➤ Districts board policy should comply with what they want to do 	<ul style="list-style-type: none"> • John Werner will work making changes on the Governance Document

		<ul style="list-style-type: none"> ➤ Renewed every year 	
4.2	Program Evaluation Data Chats – Heather/Thad	<ul style="list-style-type: none"> • What we want to show to the SAEC Board in Member Effectiveness Report <ul style="list-style-type: none"> ➤ Break down of ages served and how many in each program <ul style="list-style-type: none"> ▪ Graduation and completion rates ➤ CTE completions <ul style="list-style-type: none"> ▪ Certifications ➤ Dollars spent in ESL, HSE and HSD <ul style="list-style-type: none"> ▪ Where do we spend the money ➤ Advancement growth ➤ Literacy gains for ESL, ABE and HSD ➤ Enrollment by program ➤ Show improvements in each area that was shared last year ➤ Share how you are achieving goals to the 3 year plan and member plan 	<ul style="list-style-type: none"> • John Werner will email a template out to everyone
4.3	Member Annual Plans/Budgets in NOVA – John Werner	<ul style="list-style-type: none"> • Each SAEC member needs to go into NOVA and load a 2019-2020 Budget and Work Plan • If you anticipate budget changes of more than 10% it will require Board approval. Since the Board only meets once a month try to do those changes before 4th quarter • Once complete member rep will need to submit it. Once all members have submitted John Werner will then certify all member consortium plans 	<ul style="list-style-type: none"> • John Werner will create a video showing how to do this
4.4	Data Consulting – John Werner	<ul style="list-style-type: none"> • Due date is October 7, 2019 	
4.5	PD Calendar – John Werner	<ul style="list-style-type: none"> • Items will be added that benefit everyone. • Everyone has edit capabilities • 	
4.6	Legislative Update – John Werner	<ul style="list-style-type: none"> • Bill 1658 got vetoed 	
4.7	Next Leadership Committee Meeting 10/24/19 Agenda – Heather Keran	<ul style="list-style-type: none"> • Meeting will begin at 3:00pm 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 12:07pm 	