

SAEC Leadership Committee Meeting Minutes

October 6, 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; Dennis Doane, Lindsay Unified School District; Erika DeLaCruz, Farmersville Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; 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 9:16am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 09/24/2020	<ul style="list-style-type: none"> • Approval of minutes for September 24, 2020 <ul style="list-style-type: none"> ➤ Change minutes to show that a Quorum was established for that date 	<ul style="list-style-type: none"> • Motioned by Robert Gonzales, Cutler-Orosi Joint Unified School District • Seconded by Brian Brazier, Corcoran Joint Unified School District • Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> • No comments 	
4	Information Items		
4.1	COVID-19	<ul style="list-style-type: none"> • Enrollments are down and testing is important • Visalia <ul style="list-style-type: none"> ➤ Seeing major impact for the CNA classes <ul style="list-style-type: none"> ▪ New regulations on a daily basis ▪ PPE provided by the facilities including N95 masks at one site ▪ Students are being COVID tested once a week by facilities because teachers are not allowed to do this 	

		<ul style="list-style-type: none"> • Hanford <ul style="list-style-type: none"> ➤ No new CNA classes this semester. Students being referred to Visalia and Tulare ➤ Last class still needs 36 hours of skill and 76 hours in the facilities • Tulare <ul style="list-style-type: none"> ➤ CNA classes are in facilities <ul style="list-style-type: none"> ▪ Have to provide own PPE ▪ Waiting for sizing kit to size students for the N95 masks • Sequoias Adult Education Consortium <ul style="list-style-type: none"> ➤ CNA Task Force – Tulare/Kings collaborative is in place <ul style="list-style-type: none"> ▪ Confirm your directors are going 	
4.2	WIOA II – Larriann Torrez	<ul style="list-style-type: none"> • Everyone should have received the allowable uses guidance <ul style="list-style-type: none"> ➤ First 2 pages has a table with common uses • Reminder that you cannot supplant (using this grant vs another) • Need to draft budget <ul style="list-style-type: none"> ➤ Signed, scanned and uploaded in by Oct. 16th <ul style="list-style-type: none"> ▪ Mail original signature by Oct. 23rd 	
4.3	HSD Graduation Requirements – Tami Olson	<ul style="list-style-type: none"> • Spreadsheet created with everyone’s graduation requirements in it • Do we want to align graduation requirements between adult schools <ul style="list-style-type: none"> ➤ Would like to look at rearranging some of the electives <ul style="list-style-type: none"> ▪ Adding CTE ➤ Needs to go to our SAEC Board first <ul style="list-style-type: none"> ▪ Would like to take it to the Board in November ▪ Take action on it in December • Beneficial to have a meeting just on HSD graduation requirements <ul style="list-style-type: none"> ➤ John Werner will send out a doodle poll to see what dates would work for everyone 	<ul style="list-style-type: none"> • Take to SAEC Board in November • John will send out a doodle poll
4.4	Edgenuity Course Year Update – John Werner	<ul style="list-style-type: none"> • Edgenuity has somehow made adult schools disappear so they cannot access the sandbox <ul style="list-style-type: none"> ➤ Not all adult schools have control ➤ If access will be individually then Hanford would like access and would like to have training 	<ul style="list-style-type: none"> • John Werner is currently talking to Edgenuity
4.5	Program Evaluation Data – John Werner	<ul style="list-style-type: none"> • John Werner sent out doodle poll to get data people together <ul style="list-style-type: none"> ➤ No common date available. Will send it out again. ➤ Shared form he would like to use with the group to show how we 	

		<p>can clean up the data</p> <ul style="list-style-type: none"> • Is Performance Levels something we need to look at next? • Effectiveness Report <ul style="list-style-type: none"> ➤ Need to keep it simple with 2 or 3 common slides ➤ Change of presentations: <ul style="list-style-type: none"> ▪ November: Tulare and Hanford ▪ December: Cutler-Orosi and Corcoran ▪ February: Farmersville and Lindsay ▪ March: Visalia and COS 	
4.6	2020/21 Member Annual Budget and Work Plan in NOVA – John Werner	<ul style="list-style-type: none"> • John Werner will not certify reports until you are ready <ul style="list-style-type: none"> ➤ By December 1st you need to be sure your program hours and expenditures are in NOVA 	
4.7	2019/20 Program Area Reported by each Member – John Werner	<ul style="list-style-type: none"> • It was asked how to calculate the total program area hours <ul style="list-style-type: none"> ➤ Reports>State Reports>CA>CAEP Program Hours>set criteria to all programs and 2019/20 	
4.8	Due Dates – John Werner	<ul style="list-style-type: none"> • https://caladulthood.org/DueDates 	
4.9	10/06/2020 SAEC Board Meeting Agenda	<ul style="list-style-type: none"> • Leadership meeting will be at 3:00pm on October 22 • Bring back HSD discussion • Debrief of the DIR goal setting • Start talking about budget shifts and changes • Need to start pulling together the Fiscal Committee 	
5	Action Items		
5.1	Selection of 2nd Leadership Committee Co-Chairs	<ul style="list-style-type: none"> • Approval for Jonna Schengel, College of the Sequoias as Co-chair with Heather Keran 	<ul style="list-style-type: none"> • Motioned by Larriann Torrez, Tulare Adult School • Seconded by Erika DeLaCruz, Farmersville Unified School District • Vote: All approved None opposed Motion Carried

6	Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 10:56am	<ul style="list-style-type: none">• Motioned by Robert Gonzales, Cutler-Orosi Joint Unified School District• Seconded by Brian Brazier, Corcoran Joint Unified School District• Vote: All approved None opposed Motion Carried
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