

SAEC Leadership Committee Meeting Minutes

October 22, 2020 3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

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; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Larriann Torrez, Tulare Adult School; John Werner, SAEC Director

| | Discussion Topic | Outcome | Action |
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| 1 | Opening Business | | |
| 1.1 | Call to order | <ul style="list-style-type: none"> • Called to order at 3:04pm | |
| 1.2 | Establish Quorum | <ul style="list-style-type: none"> • Quorum Established | |
| 1.3 | Welcome and Introductions | | |
| 2 | Review and approval of Minutes from 10/06/2020 | <ul style="list-style-type: none"> • Approval of minutes for October 6, 2020 | <ul style="list-style-type: none"> • Motioned by Larriann Torrez, Tulare Adult School • 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 | WIOA II – Larriann Torrez | <ul style="list-style-type: none"> • Back of GAN says we received money and payment points between 213 and 233 <ul style="list-style-type: none"> ➢ Wording does not match TE system ➢ Only applies to TAS and VAS ➢ May be reason for missing pay points • If using 243 you have to mark a Career Tech Ed program if getting an IET • ASAP has been update so you will need to put in your school site when logging in • Showed Lindsay, Corcoran and Farmersville where to load WIOA budget <ul style="list-style-type: none"> ➢ Cadaduldedreporting.org <ul style="list-style-type: none"> ▪ Log in > Click on WIOA > scroll down to Grand Award | |

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| | | <p>Notification > Load your GAN > Then to Budget and Claim Reports area > Select Fiscal year 20-21 > scroll down and load Expenditure claim report</p> <ul style="list-style-type: none"> ▪ Grant Budget Instructions are there <ul style="list-style-type: none"> ○ Section 231 – ELCE, Adult Literacy ○ Section 243 – IELCE (Combo Integrated English Literacy and Civics Education) <ul style="list-style-type: none"> • Tulare and Visalia are only ones doing this ○ Section 225 – Jail • Schools can put in 10 Co-Apps but cannot double dip <ul style="list-style-type: none"> ➢ Tulare will email how many payments points students can get ➢ Have to have a min of 30 hours of instruction and the testing periods <ul style="list-style-type: none"> ▪ Hours should equal hours for that Co-App • Tulare has been doing a CASAS and CUISINE to get testers in | |
| 4.2 | HSD Graduation Requirements – John Werner | <ul style="list-style-type: none"> • Will take to SAEC Board, recommendation on credits for HSD graduation <ul style="list-style-type: none"> ➢ Goal is to land at 175 credits for everyone ➢ Will explain that students are no longer bound by school boundaries since classes are virtual | |
| 4.3 | Student Registration Process – John Werner | <ul style="list-style-type: none"> • Online registration is cumbersome for those with low digital skills <ul style="list-style-type: none"> ➢ Tulare will walk them through the process ➢ Visalia has students come to the lab and get help doing it <ul style="list-style-type: none"> ▪ Also doing an orientation before putting students on Burlington ➢ Farmersville students are not pursuing because the piece alone is too much to do <ul style="list-style-type: none"> ▪ Setting up appointments to come in and be taught how to use it ▪ Can spend up to 1.5 hours and it may be just one thing the student is doing wrong ▪ Find it is easier to use Google ➢ Corcoran students have problems with Burlington <ul style="list-style-type: none"> ▪ Students do not want to take computer home | |
| 4.4 | Edgenuity Course Year Update – John Werner | <ul style="list-style-type: none"> • Pulling courses from the sandbox <ul style="list-style-type: none"> ➢ Visalia has them ready to go and they will be moved over to each schools sandbox ➢ Received email this morning that they have been move to sandbox • Pulling courses from the “sandbox”: https://help.edgenuitycourseware.com/hc/en-us/articles/360042278734-Adding-a-Course-to-a-School | |

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| | | <ul style="list-style-type: none"> • John will work with Diane Townsend next year to make sure all the spread sheets get to Edgenuity <ul style="list-style-type: none"> ➤ Diane is usually done in June | |
| 4.5 | Member Effectiveness Reports | <ul style="list-style-type: none"> • 3 main phases to use <ul style="list-style-type: none"> ➤ Description of school <ul style="list-style-type: none"> ▪ Use pie charts instead of columns <ul style="list-style-type: none"> • Keep simple ▪ Don't include the NRS tables ➤ Share the programs you have ➤ Share what your goals are for your program <ul style="list-style-type: none"> ▪ Look at your 3 year plan • Tulare and Hanford will share the slides they use | |
| 4.6 | Program Evaluation Data – John Werner | <ul style="list-style-type: none"> • Next meeting will be Friday, October 23 at 11:00am for Data Co-Op | |
| 4.7 | 2020/21 Member Annual Budget Workplan in NOVA – John Werner | <ul style="list-style-type: none"> • It is all an and certified <ul style="list-style-type: none"> ➤ Schools can start recording their 1st quarter expenditures in NOVA | |
| 4.8 | 11/03/2020 SAEC Board Meeting Agenda – John Werner | <ul style="list-style-type: none"> • Member effectiveness reports for Tulare and Hanford • HSD Credit information • Getting budget subcommittee together | |
| 4.9 | 11/03/20 Leadership Committee Meeting Agenda – Heather Keran | <ul style="list-style-type: none"> • Need to certify workplan and budgets • CASAS will not have live office hours | |
| 4.10 | Due Dates – John Werner | <ul style="list-style-type: none"> • https://caladulthood.org/DueDates | |
| 5 | Action Items | <ul style="list-style-type: none"> • NA | |
| 6 | Adjournment | <ul style="list-style-type: none"> • Meeting adjourned at 4:06pm | <ul style="list-style-type: none"> • Motioned by Robert Gonzales, Cutler-Orosi Joint Unified School District • Seconded by Tami Olson – Visalia Adult School • Vote: All approved None opposed Motion Carried |