

## SAEC Leadership Committee Meeting Minutes

October 24 19, 2019 3:00AM - 5:00PM

Visalia Learning Center, Room 12

630 S. Atwood, 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; Larriann Torrez, Tulare Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>	<ul style="list-style-type: none"> <li>Called meeting to order by Heather Keran at 3:13pm</li> </ul>	
2	<b>Review and approval of meeting minutes: October 1, 2019</b>	<ul style="list-style-type: none"> <li>Approval of October 1, 2019 minutes tabled until next meeting because of lack of Quorum at this time</li> </ul>	
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No Comments</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>SAEC Fiscal Models – Heather/Thad</b>	<ul style="list-style-type: none"> <li>John Werner presented revised Governance Document with all changes in blue until approved by SAEC Board</li> <li>Major changes are in section D                             <ul style="list-style-type: none"> <li>The word “shall” changed to “may” except in the last 2 lines</li> </ul> </li> <li>Will go over application packet at next Leadership Committee Meeting</li> </ul>	
4.2	<b>Program Evaluation Data Chats – Heather/Thad</b>	<ul style="list-style-type: none"> <li>TOPsPro                             <ul style="list-style-type: none"> <li>Corcoran is getting the program to work                                     <ul style="list-style-type: none"> <li>Classes are set up in program</li> </ul> </li> <li>Farmersville is working on getting test scores in                                     <ul style="list-style-type: none"> <li>Classes are set up in program</li> </ul> </li> <li>Reminder that every student should be marked with a barrier</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Brian Brazin showed up for meeting at 3:23pm</li> <li>Erika DeLaCruz showed up for meeting at 3:30pm</li> </ul>
4.3	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>Member annual plans/budgets in NOVA                             <ul style="list-style-type: none"> <li>Waiting for Lindsay and Visalia to do the last of their entries</li> </ul> </li> <li>Student data due 10/31/19 in TOPsPRO (Q1)</li> <li>Member expense reports due in NOVA 12/01/19                             <ul style="list-style-type: none"> <li>John Werner showed how to fill this out</li> </ul> </li> <li>Instructional hours/expenses actuals certified on 12/01/19</li> <li>WIOA                             <ul style="list-style-type: none"> <li>Professional development plans due at end of month under the current grant</li> <li>John Werner talked about changes to WIOA reporting for next year</li> </ul> </li> </ul>	

4.4	<b>Data Consulting – John Werner</b>	<ul style="list-style-type: none"> <li>• Review scope of work for Karina <ul style="list-style-type: none"> <li>➤ Currently filling out a consultant contract form</li> <li>➤ Will ask the SAEC Board to approve spending money on this contract</li> </ul> </li> <li>• Review COS consultant process <ul style="list-style-type: none"> <li>➤ Need to work on details to hire Karina</li> </ul> </li> </ul>	
4.5	<b>SPD Calendar – John Werner</b>	<ul style="list-style-type: none"> <li>• John Werner handed out professional development courses that are available <ul style="list-style-type: none"> <li>➤ Will add to PD calendar</li> </ul> </li> <li>• John Werner is currently on a Professional Development Agency Board <ul style="list-style-type: none"> <li>➤ Will bring information as it comes available</li> <li>➤ Planning on adding PD for classified staff</li> <li>➤ CALPRO has many opportunities for training</li> </ul> </li> <li>• It was suggested we created a Google Classroom to put PD information into</li> </ul>	
4.6	<b>WIOA II Update and Due Dates – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• Student performance data survey is due 10/31/19 <ul style="list-style-type: none"> <li>➤ New procedure to download on the CASAS website</li> </ul> </li> <li>• Tech plans due 01/31/2020 <ul style="list-style-type: none"> <li>➤ It was suggested that everyone start their technology plan now</li> </ul> </li> <li>• Reminder when John Werner sends out due dates it is for Nova <ul style="list-style-type: none"> <li>➤ CALWorks and WIOA will come from Larriann Torrez</li> </ul> </li> <li>• WIOA grant <ul style="list-style-type: none"> <li>➤ Network meeting coming in November (Webinar) <ul style="list-style-type: none"> <li>▪ Good idea to listen in even if you are not part of WIOA</li> </ul> </li> <li>➤ Start pulling information for WIOA grant</li> <li>➤ Reports we did last year will be found in the SAEC Google Drive</li> <li>➤ Will work on a consultant contract to hire Mitch Rosin to help with the application process <ul style="list-style-type: none"> <li>▪ Will plan on approximately \$18,000 for contract</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• John Werner will email the link</li> </ul>
4.7	<b>Next Leadership Committee Meeting 11/05/2019 – Heather Keran</b>	<ul style="list-style-type: none"> <li>• Tulare and Hanford Adult School present their Member Effectiveness Report at the next SAEC Board meeting</li> </ul>	
5	<b>Action Items</b>	N/A	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 4:45pm</li> </ul>	