

SAEC Leadership Committee Meeting Minutes

November 5, 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 |
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| 1 | Opening Business | <ul style="list-style-type: none"> • Called to order at 9:32am by Heather Keran | |
| 2 | Review and approval of meeting minutes: October 1, 2019 and October 24, 2019 | <ul style="list-style-type: none"> • Approval of October 1, 2019 • Approval of October 24, 2019 | <ul style="list-style-type: none"> • Motioned to Approve Minutes for September 13, 2019 by Tami Olson, Visalia Adult School • Seconded by Brian Brazier, Corcoran Joint Unified School District • Vote: <ul style="list-style-type: none"> ➤ 7 Approved ➤ 1 Abstained (Thad Russell) ➤ None opposed ➤ Motion Carried • Motioned to Approve Minutes for October 24, 2019 by Tami Olson, Visalia Adult School • Seconded by Brian Brazier, Corcoran Joint Unified School District • Vote: <ul style="list-style-type: none"> ➤ All Approved ➤ None opposed ➤ Motion Carried |
| 3 | Public Comment | | |
| 4 | Information Items | | |

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| 4.1 | Above Base Fund Applications – Heather/Thad | <ul style="list-style-type: none"> • Discussed what FPM is for Corcoran Adult School • John Werner did not have the time to complete the application form | <ul style="list-style-type: none"> • Tabled until next meeting |
| 4.2 | Program Evaluation Data Chats – Heather/Thad | <ul style="list-style-type: none"> • Quick discussion on upcoming Member Effectiveness Reports <ul style="list-style-type: none"> ➢ Other schools may not need to share all the information that Tulare and Hanford Adult School shared ➢ Newer schools may like to discuss changes vs new classes ➢ Choose what is important to you and your superintendents ➢ Scheduled for presentations <ul style="list-style-type: none"> ▪ December: Cutler-Orosi, Lindsay, and Farmersville ▪ January: Corcoran, Visalia and COS • Went over 3 year plan with the Leadership Committee | |
| 4.3 | Due Dates – John Werner | <ul style="list-style-type: none"> • Student Data Due in TOPsPro (Q1) • Member Expense Reports Due in Nova 12/1/19 <ul style="list-style-type: none"> ➢ This is Q1 expenditures • Instructional Hours/Expenses Actuals Certified on 12/01/19 | |
| 4.4 | Data Consulting – John Werner | <ul style="list-style-type: none"> • Review scope of work for Karina <ul style="list-style-type: none"> ➢ Phone line support for one-on-one support ➢ Go into the system to help clean it up ➢ Karina will need a log in for the systems to modify data in TOPsPro ➢ Karina will set up times to meet • Will process contract through COS | |
| 4.5 | PD Calendar – John Werner | <ul style="list-style-type: none"> • Discussion on how to come up with unified days for PD with the each schools instructional staff • Reminder to add PD information into calendar | |
| 4.6 | WIOA II Update and Due Dates – Larriann Torrez | <ul style="list-style-type: none"> • Tech Plans due 1/31/2020 <ul style="list-style-type: none"> ➢ Start this survey now • RFA 2020/23 <ul style="list-style-type: none"> ➢ Not released yet • Mitch Rosin is the proposed consultant to help all adult schools with application process <ul style="list-style-type: none"> ➢ Will meet with Leadership Committee by phone at the next meeting | |

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| 4.7 | Next Leadership Committee Meeting 11/21/19 Agenda – Heather Keran | <ul style="list-style-type: none">• Next meeting on 11/21/19 | |
| 5 | Action Items | <ul style="list-style-type: none">• NA | |
| 6 | Adjournment | <ul style="list-style-type: none">• Meeting adjourned at 10:55am | |