

## SAEC Leadership Committee Meeting Minutes

November 21 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; Janine Medina, SAEC, Tami Olson, Visalia 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 3:05pm</li> </ul>	
2	<b>Review and approval of meeting minutes: November 5, 2019</b>	<ul style="list-style-type: none"> <li>Approval of November 5, 2019 minutes at 4:52pm when we had a full Quorum</li> </ul>	<ul style="list-style-type: none"> <li>Motioned to Approve Minutes by Tami Olson, Visalia Adult School</li> <li>Seconded by Robert Gonzales, Cutler-Orosi Joint Unified School District</li> <li>Voted                             <ul style="list-style-type: none"> <li>➤ All Approved</li> <li>➤ None opposed</li> <li>➤ Motion Carried</li> </ul> </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>WIOA II RFA – John Werner and by phone Mitch Rosin</b>	<ul style="list-style-type: none"> <li>Mitch Rosin will help all schools with the application process                             <ul style="list-style-type: none"> <li>➤ Went over each consideration and what it means</li> <li>➤ Everyone will work from Google Docs</li> </ul> </li> <li>Phase 1: Last week of November                             <ul style="list-style-type: none"> <li>➤ Anticipated Demonstration of Effectiveness release</li> <li>➤ Possible due date December 20<sup>th</sup></li> </ul> </li> <li>Phase 2: CDE evaluates and responds to agencies                             <ul style="list-style-type: none"> <li>➤ Mitch will be on site to help school out on                                     <ul style="list-style-type: none"> <li>▪ January 10 (TBD), January 13 and January 27 &amp; 28</li> </ul> </li> </ul> </li> <li>Phase 3: RFA applications (4-6 weeks)                             <ul style="list-style-type: none"> <li>➤ Mitch will be on site to help schools on                                     <ul style="list-style-type: none"> <li>▪ February 2, 4, 5</li> <li>▪ February 7 – TBD</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>John Werner will send everyone's contact information to Mitch</li> <li>Brian Brazier arrived for meeting at 4:02</li> </ul>

		<ul style="list-style-type: none"> <li>Do not do anything until Mitch sends you something for input</li> <li>John Werner</li> </ul>	
4.2	<b>Program Evaluation Data Chats – Heather/Thad</b>	<ul style="list-style-type: none"> <li>Discussed various evaluation data that can be used for WIOA II <ul style="list-style-type: none"> <li>➤ NRS Table 4</li> </ul> </li> <li>John Werner brought Q1 data. <ul style="list-style-type: none"> <li>➤ For information only, please review</li> </ul> </li> <li>December 3, 2019 meeting bring Schedule tables 4B and 5</li> </ul>	
4.3	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>Just a reminder that due dates you see are John Werner’s due dates <ul style="list-style-type: none"> <li>➤ Information will need to be received sooner from the schools</li> </ul> </li> </ul>	
4.4	<b>Above Base Fund Application Draft Review – Heather/Thad</b>	<ul style="list-style-type: none"> <li>Passed out requirements from receiving Above Based Funds <ul style="list-style-type: none"> <li>➤ First page – Cover sheet <ul style="list-style-type: none"> <li>▪ What is the community of need</li> <li>▪ How will you solve it</li> <li>▪ Outline of 3 year plan and outcome</li> </ul> </li> <li>➤ Page 2 – Budget Detail <ul style="list-style-type: none"> <li>▪ Description of items and what it costs</li> <li>▪ Other funds you may use <ul style="list-style-type: none"> <li>• Above Based Funds are not contingent on other funds sources</li> </ul> </li> </ul> </li> <li>➤ Page 3 – Logic Model <ul style="list-style-type: none"> <li>▪ Help to align to the structure of the 3 year plan</li> </ul> </li> <li>➤ Page 4 - Progress Indicators (Smart Goals) <ul style="list-style-type: none"> <li>▪ Should only be one Smart Goal</li> </ul> </li> </ul> </li> <li>John Werner will work on a rubric</li> </ul>	
4.5	<b>Next Leadership Committee Meeting 12/03/2019 – Heather Keran</b>	<ul style="list-style-type: none"> <li>April SAEC Board Meeting <ul style="list-style-type: none"> <li>➤ Will Spring Break affect the meeting</li> <li>➤ Others at COABE</li> <li>➤ Will affect advisory committee <ul style="list-style-type: none"> <li>▪ May be able to do it by Zoom</li> </ul> </li> <li>➤ Reports are due <ul style="list-style-type: none"> <li>▪ May not be able to bring to SAEC Board 2 months in a row</li> </ul> </li> </ul> </li> <li>Farmersville will not due Member Effectiveness Report in December</li> <li>Add WIOA action plan to agenda</li> </ul>	
5	<b>Action Items</b>	N/A	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 5:03pm</li> </ul>	

