

SAEC Leadership Committee Meeting Minutes

December 1, 2020 9:15AM – 10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: 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	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> • Called to order at 9:15am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> • Quorum Established 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 11/11/2020	<ul style="list-style-type: none"> • Approval of minutes for November 11, 2020 	<ul style="list-style-type: none"> • Motioned by Robert Gonzales, Cutler-Orosi Joint Unified School District • Seconded by Larriann Torrez, Tulare Adult School • Vote: <ul style="list-style-type: none"> ➢ 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"> • WIOA II and CAEP Data Integrity Report are due January 31st <ul style="list-style-type: none"> ➢ Start cleaning up data now ➢ Make sure you are working on the employment earning survey <ul style="list-style-type: none"> ▪ Tulare Adult has a form they use when contacting students <ul style="list-style-type: none"> ○ States who made contact, when, and time • Student technology survey will probably be different but is not out yet • New - The multiple plans will be put together into one single plan 	
4.2	HSD Graduation Requirements – John Werner	<ul style="list-style-type: none"> • SAEC Board approved graduation requirement changes <ul style="list-style-type: none"> ➢ Adult schools need to present it to their District School Boards ➢ Visalia Adult will be presenting their HSD graduation requirements to 	

		<p>their VUSD Board on December 8th</p> <ul style="list-style-type: none"> ▪ Will do a follow up at the next Leadership meeting <p>➤ Tulare Adult will be going to their Board in the next week</p>	
4.3	Member Effectiveness Reports	<ul style="list-style-type: none"> • Cutler-Orosi and Corcoran did a good job presenting their reports at today's SAEC Board meeting • Presentations going forward <ul style="list-style-type: none"> ➤ February: Farmersville and Lindsay ➤ March: Visalia and COS ➤ Recommended that schools that will be presenting need to get information to John by Thursday or Friday before the meeting <ul style="list-style-type: none"> ▪ Google slides work the best ▪ John Werner will get a template out to you to use • Discussion on ESL classes <ul style="list-style-type: none"> ➤ Cutler-Orosi students: <ul style="list-style-type: none"> ▪ Want the distance learning ➤ Farmersville students: <ul style="list-style-type: none"> ▪ Want the evening ESL program with child care ▪ Found using computers to stressful and difficult to use ➤ Visalia Adult students: <ul style="list-style-type: none"> ▪ Wanted to come back but when they did realized they rather to it with zoom ▪ In pre literacy would prefer to be in class rooms ▪ Have been given incentive to come on campus for benchmark testing ➤ Tulare Adult students: <ul style="list-style-type: none"> ▪ Will not be forced to come back to classes until the Spring ➤ Hanford Adult students: <ul style="list-style-type: none"> ▪ Will stay on distance learning for safety ▪ Will pilot a pre literacy group 	
4.4	Transition to Post Secondary – John Werner	<ul style="list-style-type: none"> • Items discussed will stay on agenda for at least 2 weeks for your information <ul style="list-style-type: none"> ➤ When italicized it means it will disappear the next week. • Need to talk about duplication of courses <ul style="list-style-type: none"> ➤ Will add to agenda for next meeting when Jonna is here 	
4.5	Adult to COS Transition Data	<ul style="list-style-type: none"> • Andrew's Notes on the data: https://docs.google.com/document/d/1DGUZZo8jnc9I7pktIXU466eEErQ8x8cLP96H2vfWXDo/edit • Data from COS: https://drive.google.com/file/d/1pK-U3dCwSh-47ZjUzpvukUE8GuymR06p/view?usp=sharing 	

		<ul style="list-style-type: none"> • John Werner went over the report Andrew created <ul style="list-style-type: none"> ➤ Asked everyone to take a look at on their own when they have some time ➤ Would like to share this information with our program committees 	
4.6	Nuro Systems Case Management – John Werner	<ul style="list-style-type: none"> • Would like to schedule presentation on the Nuro System Case Management program <ul style="list-style-type: none"> ➤ Brought to leadership as a sunrise idea ➤ Would like to involve region partners ➤ Will discuss more at our next meeting 	
4.7	Navigator Calendars – John Werner	<ul style="list-style-type: none"> • SAEC office is closed December 24, 25, 31 and January 1 <ul style="list-style-type: none"> ➤ Dates were shared when Navigators have vacation or out on leave • Need to know when sites will be opened or closed <ul style="list-style-type: none"> ➤ Farmersville: Closed December 21 – January 11 ➤ Hanford: Closed December 21 – January 11 ➤ Tulare: Closed December 21 – January 8 <ul style="list-style-type: none"> ▪ Earlimart – Closed all winter break ▪ Pixley – Closed December 21 – January 8 ➤ Visalia : Closed December 21 – January 1 <ul style="list-style-type: none"> ▪ Will open up on January 4 – can use Navigators to help with registration ➤ Cutler-Orosi: Closed December 21 – January 8 • Navigators can be used to: <ul style="list-style-type: none"> ➤ Help in registration ➤ Make calls to students ➤ Assist a proctor who is CASAS testing 	
4.6	Professional Development – John Werner	<ul style="list-style-type: none"> • Reminder of CAEAA Conference coming up 	
4.7	Navigator’s Calendars – John Werner	<ul style="list-style-type: none"> • Tulare, Visalia and Corcoran will be closed 	
4.8	Program Area Committee Meeting Dates – John Werner	<ul style="list-style-type: none"> • Reminder of Meetings <ul style="list-style-type: none"> ➤ ESL: 12/04/20, 02/26/21, 04/23/21 (2:00pm – 3:30pm) ➤ ABE/ASE: 11/02/20, 03/01/21, 04/19/21 (1:00pm – 3:00pm) ➤ AWD: To be determined/as needed 	

4.9	Set SAEC Data Community of Practice Meeting Dates for each quarter	<ul style="list-style-type: none"> • Reminder of Meetings <ul style="list-style-type: none"> ➤ Data Community of Practice meeting dates <ul style="list-style-type: none"> ▪ 01/22/21, 04/23/2021, 07/15/21 (11:00pm – 12:00pm) ▪ All meetings align with the end of each quarter 	
4.10	Due Dates – John Werner	<ul style="list-style-type: none"> • https://caladulthood.org/DueDates 	
4.11	01/21/21 Leadership Committee Meeting Agenda – Heather Keran	<ul style="list-style-type: none"> • Next meeting will be 01/21/21 at 3:00pm <ul style="list-style-type: none"> ➤ Annual Consortium Plan for next year 	
5	Action Items	<ul style="list-style-type: none"> • NA 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:05pm 	<ul style="list-style-type: none"> • Motioned by Tami Olson, Visalia Adult School • Seconded by Erika DeLaCruz, Farmersville Unified School District • Vote: All approved None opposed Motion Carried