

## SAEC Leadership Committee Meeting Minutes

December 3, 2019 9:00AM - 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; Dennis Doane, Lindsay Unified School district; Robert Gonzales, Cutler-Orosi Joint Unified School District; Brett Grimm, Lindsay 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
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>• Called to order at 9:14 by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>• Everyone in attendance</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of meeting minutes: November 21, 2019</b>	<ul style="list-style-type: none"> <li>• Approval of November 21, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to Approve Minutes for November 21, 2019 by Robert Gonzales, Cutler-Orosi Joint Unified School District</li> <li>• Seconded by Tami Olson, Visalia Adult School</li> <li>• Vote:               <ul style="list-style-type: none"> <li>➤ 5 Approved</li> <li>➤ 4 Abstained (Thad Russell, Larriann Torrez, Dennis Doane, Brett Grimm)</li> <li>➤ None opposed</li> <li>➤ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>		
4	<b>Information Items</b>		
4.1	<b>WIOA II RFA – John Werner and Mitch Rosin (by phone)</b>	<ul style="list-style-type: none"> <li>• Mitch was not able to join by phone               <ul style="list-style-type: none"> <li>➤ Will be out here on January 27<sup>th</sup> and 28<sup>th</sup></li> <li>➤ Join by phone on January 23<sup>rd</sup> and February 4<sup>th</sup></li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Showed where past WIOA applications are in google drive</li> <li>• WIOA RFA Demonstration of Effectiveness <ul style="list-style-type: none"> <li>➤ Consideration Drafts <ul style="list-style-type: none"> <li>▪ Organized by schools</li> <li>▪ 12 considerations that we write too <ul style="list-style-type: none"> <li>• Mitch will write them but will need each schools support</li> </ul> </li> </ul> </li> </ul> </li> <li>• California Adult Education Online Application &amp; Reporting (OTAN) <ul style="list-style-type: none"> <li>➤ Each school will need to fill out the form</li> <li>➤ Will need Superintendent information (email) <ul style="list-style-type: none"> <li>▪ This form creates the PIN for logging in</li> <li>▪ Need email and PIN to log in</li> </ul> </li> <li>➤ Each school is applying individually</li> <li>➤ Previously funded will click yes and others will click no <ul style="list-style-type: none"> <li>▪ Previously funded and not funded will have different information to fill out</li> </ul> </li> <li>➤ Needs to be submitted by December 23, 2019</li> </ul> </li> <li>• Will have 6 weeks to complete phase 2</li> </ul>	
4.2	<b>Program Evaluation Data Chats – Heather/Thad</b>	<ul style="list-style-type: none"> <li>• Program Enrollments <ul style="list-style-type: none"> <li>➤ ESL has held in Visalia and Tulare</li> <li>➤ ABE/ASE numbers are dropping</li> <li>➤ Spanish GED is extremely low in Tulare</li> <li>➤ Visalia is doing a midyear graduation to encourage completion <ul style="list-style-type: none"> <li>▪ Are including CTE programs</li> </ul> </li> <li>➤ Tulare does a lot of promotional items</li> <li>➤ Calls are going out to students that are not coming to class</li> <li>➤ Cutler-Orosi on a downward trend with HSD classes <ul style="list-style-type: none"> <li>▪ Students asking for night classes</li> <li>▪ Currently have 2 night ESL classes and may add a HSD class</li> </ul> </li> </ul> </li> <li>• Participation <ul style="list-style-type: none"> <li>➤ Big goal to maintain enrollment</li> <li>➤ Want to capture hours of participation <ul style="list-style-type: none"> <li>▪ Can now capture hours student do at home on Aztec</li> </ul> </li> <li>➤ We can use navigators to make phone calls <ul style="list-style-type: none"> <li>▪ Let students know we are thinking about them</li> </ul> </li> </ul> </li> <li>• For future thought: What data do you see and what are we going to do about it in the next few weeks</li> </ul>	

4.3	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>• Just a reminder to be aware of due dates <ul style="list-style-type: none"> <li>➤ Member due dates are 30 days earlier than consortium due dates</li> </ul> </li> <li>• Q1 reports need to be submitted into NOVA <ul style="list-style-type: none"> <li>➤ Need to submit backup information to John</li> </ul> </li> </ul>	
4.7	<b>Next Leadership Committee Meeting 1/23/20 Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>• Member effectiveness reports at SAEC Board Meeting on February 4, 2020 <ul style="list-style-type: none"> <li>➤ Lindsay, Farmersville and Visalia Adult School</li> </ul> </li> <li>• Member effectiveness reports at SAEC Board Meeting on March 3, 2020 <ul style="list-style-type: none"> <li>➤ COS</li> </ul> </li> <li>• Many Leadership Committee members cannot make April 4, 2020 meeting <ul style="list-style-type: none"> <li>➤ Cancel or change to April 14th <ul style="list-style-type: none"> <li>▪ Will present to SAEC Board</li> </ul> </li> </ul> </li> <li>• Next Leadership Committee Meeting will be on January 23, 2020 in VLC 12</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 10:56am</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to adjourn by Heather Keran, Hanford Adult School</li> <li>• Seconded by Tami Olson, Visalia Adult School</li> <li>• Vote: <ul style="list-style-type: none"> <li>➤ All Approved</li> <li>➤ None opposed</li> <li>➤ Motion Carried</li> </ul> </li> </ul>