

## SAEC Leadership Committee Meeting Minutes

April 22, 2021

3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Joint Unified School District; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay 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>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>• Called to order at 3:05pm</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>• Quorum Established - No</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Amalia Lopez was welcomed to the Leadership Committee Meeting</li> </ul>	
2	<b>Review and approval of Minutes from 04/06/21</b>	<ul style="list-style-type: none"> <li>• Approval of minutes for April 6, 2021 tabled until the next meeting on May 4, 2021                             <ul style="list-style-type: none"> <li>➢ Did not have a quorum</li> <li>➢ Minutes taken at this meeting will be considered notes</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>2021-2022 SAEC Leadership Committee Meeting Dates</b>	<ul style="list-style-type: none"> <li>• Leadership Committee Meeting dates for 2021-2022 presented to team for discussion</li> <li>• Will vote on 2021-2022 SAEC Leadership Committee Meeting dates on May 4<sup>th</sup> meeting</li> </ul>	
4.2	<b>WIOA II – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• Reminding everyone to get their plans in</li> <li>• Will be a WIOA Network meeting this week                             <ul style="list-style-type: none"> <li>➢ 2021-22 allocation will be the same as each school received last year</li> </ul> </li> </ul>	
4.3	<b>Perkins – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• Meeting on Monday for new grant                             <ul style="list-style-type: none"> <li>➢ Will be giving out information everyone needs to take to their Boards</li> </ul> </li> </ul>	

4.4	<b>SAEC Governance Documents</b>	<ul style="list-style-type: none"> <li>• Report on consortium governance <ul style="list-style-type: none"> <li>➢ 10% contribution section has been red lined out</li> <li>➢ Edited version will go to the SAEC Board May 4, 2021 a final draft for their approval <ul style="list-style-type: none"> <li>▪ Will email blacked I lined version</li> </ul> </li> <li>➢ Will need to get signatures</li> </ul> </li> <li>• MOU document is done <ul style="list-style-type: none"> <li>➢ Edited version will go to the SAEC Board May 4, 2021 a final draft for their approval <ul style="list-style-type: none"> <li>▪ Will email blacked I lined version</li> </ul> </li> <li>➢ Will need to get signatures</li> </ul> </li> </ul>	
4.5	<b>2021-2022 Fiscal Allocations</b>	<ul style="list-style-type: none"> <li>• As of today everyone has approved CFAD except Cutler-Orosi <ul style="list-style-type: none"> <li>➢ John Werner will send them a reminder</li> </ul> </li> <li>• If COLA goes up SAEC Board would vote on a CFAD amendment <ul style="list-style-type: none"> <li>➢ Information would go into NOVA before vote</li> </ul> </li> </ul>	
4.6	<b>News and Review Marketing Campaign</b>	<ul style="list-style-type: none"> <li>• Information is being collected <ul style="list-style-type: none"> <li>➢ May 1<sup>st</sup> was original due date but may be ready in the middle of May</li> </ul> </li> <li>• Contract was approve by the VUSD School Board at their last meeting</li> </ul>	
4.7	<b>SAEC Data Submission and Final Expenditure Reporting Status Check – John Werner</b>	<ul style="list-style-type: none"> <li>• Q2 is 20 days past due <ul style="list-style-type: none"> <li>➢ John Werner will get hold of Farmersville for their numbers</li> </ul> </li> <li>• Q3 is coming up due in NOVA <ul style="list-style-type: none"> <li>➢ John will send out reminders when Q3 is due</li> </ul> </li> </ul>	
4.8	<b>HSD Graduation Requirements Status Update – Heather Keran</b>	<ul style="list-style-type: none"> <li>• Most schools are limited on the number of people that can attend graduation</li> <li>• VAS is doing a graduation for LVNS but HSD will be drive through</li> </ul>	
4.9	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>• Summer CASAS Institute is now registering for June conference</li> </ul>	
4.10	<b>Program Area Committee Meeting Dates – John Werner</b>	<ul style="list-style-type: none"> <li>• Reminder of Meetings <ul style="list-style-type: none"> <li>➢ ESL: 04/23/21 (2:00pm – 3:30pm) <ul style="list-style-type: none"> <li>▪ Some wanted to postpone because of CCAE conference <ul style="list-style-type: none"> <li>• This was denied because it has been calendared all year so teachers could participate <ul style="list-style-type: none"> <li>○ Local work is our day job other things should be scheduled around it</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ ABE/ASE: 04/19/21 (1:00pm – 3:00pm) <ul style="list-style-type: none"> <li>▪ It was a quick short meeting</li> </ul> </li> <li>➤ AWD: To be determined/as needed</li> </ul>	
4.11	<b>SAEC Data Community of Practice Meeting Dates for each quarter</b>	<ul style="list-style-type: none"> <li>• Reminder of Meetings <ul style="list-style-type: none"> <li>➤ Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>▪ 04/23/2021, 07/15/21 (11:00pm – 12:00pm)</li> </ul> </li> </ul> </li> </ul>	
4.12	<b>Due Dates – John Werner</b>	<ul style="list-style-type: none"> <li>• <a href="https://caladulthood.org/DueDates">https://caladulthood.org/DueDates</a></li> <li>• WIOA and Perkins due dates are coming up</li> <li>• Q3 needs to be put into NOVA <ul style="list-style-type: none"> <li>➤ Keep in mind you may need to do budget transfers</li> </ul> </li> <li>• April 30<sup>th</sup>: Student Data due in TOPSPRO (Q3)</li> <li>• May 2<sup>nd</sup>: CFAD for 2021-22 due in NOVA</li> </ul>	
4.10	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>• Next meeting will be 05/04/21 <ul style="list-style-type: none"> <li>➤ Digital Badging as a discussion point</li> <li>➤ Calendared meeting dates for 2021.22 will be an action item</li> </ul> </li> </ul>	
4.1	<b>Next SAEC Board Meeting on 4.6.21</b>	<ul style="list-style-type: none"> <li>• No comments</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 3:57pm</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned by Tami Olson, Visalia Adult School</li> <li>• Seconded by Brian Brazier, Corcoran Joint Unified School District</li> <li>• Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ <b>Abstain:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>