

## SAEC Leadership Committee Meeting Notes

July 23, 2020 1:00PM - 2:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Vacant

**In Attendance:** Brian Brazier, Corcoran Joint Unified School District; Erika Delacruz, Farmersville Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Barbara Marshall, SAEC; 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 1:00 pm</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● No Quorum</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Review and approval of meeting minutes: May 21, 2020</b>	<ul style="list-style-type: none"> <li>● Approval of minutes for May 21, 2020 were not approved. We did not have a quorum                             <ul style="list-style-type: none"> <li>➢ Will approve at next Leadership Meeting</li> </ul> </li> <li>● We will have notes from this meeting</li> </ul>	<ul style="list-style-type: none"> <li>● No action taken</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● Dennis received the flowers that were sent by the Leadership Committee and he is and his wife are doing well</li> </ul>	
4	<b>Information Items: COVID-19</b>		
4.1	<b>Information / Discussion Items</b>	<ul style="list-style-type: none"> <li>● Budget                             <ul style="list-style-type: none"> <li>➢ SAEC Consortium will receive the same amount of money from the state as in 2019/2020</li> <li>➢ We will not receive COLA</li> <li>➢ MOU will need to be renewed and taken back to our School Boards                                     <ul style="list-style-type: none"> <li>▪ Cannot do addendum</li> <li>▪ Noted that Woodlake changes need to be added in</li> </ul> </li> </ul> </li> </ul>	
4.2	<b>Resources</b>	<ul style="list-style-type: none"> <li>● Reminder that resources are available</li> </ul>	
4.3	<b>Fall Semester with Governor's 7/17 policy for K12 Schools</b>	<ul style="list-style-type: none"> <li>● Governor Newsome talked about restrictions to both public and private schools                             <ul style="list-style-type: none"> <li>➢ It was a K12 press conference</li> <li>➢ Not aimed toward higher education                                     <ul style="list-style-type: none"> <li>▪ Adult schools are considered higher education</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>● SAEC Consortium needs to follow their 3-year annual plan <ul style="list-style-type: none"> <li>➢ Social distancing will still need to be maintained but we can have students on campus <ul style="list-style-type: none"> <li>▪ Wearing of masks</li> <li>▪ Temperature taking</li> <li>▪ 6 feet distancing</li> </ul> </li> <li>➢ Will need to work with your school district</li> </ul> </li> <li>● Question: Do we fall under K12 for funding of chrome books <ul style="list-style-type: none"> <li>➢ School districts receive money through the CARES</li> <li>➢ Go back to LEA to see what funding you can get</li> <li>➢ We may need to help them understand what they can do for adult education</li> <li>➢ There are ways for adult education to assist their districts in services for parents of the children they teach <ul style="list-style-type: none"> <li>▪ VAS is taking over the Student Success program in the district</li> </ul> </li> </ul> </li> <li>● Question: How can we make students liable if they lose chrome books <ul style="list-style-type: none"> <li>➢ Suggested that a book fee be charged and the money is returned when the computer comes back</li> <li>➢ Use a form so students know what fees are</li> </ul> </li> <li>● TAS and VAS are putting on a joint Professional Development Day for staff on Tuesday, August 11<sup>th</sup> <ul style="list-style-type: none"> <li>➢ Theme is “Get in Tune and Bracing Collaboration”</li> <li>➢ Will all be on zoom with different topics going <ul style="list-style-type: none"> <li>▪ AZTEC is doing a training</li> <li>▪ ASAP and CASAS for clerical staff</li> <li>▪ Still in the contacting phase</li> <li>▪ Will be finalized next week</li> </ul> </li> <li>➢ They are willing to let other schools participate with them if they are interested</li> <li>➢ Planning on recording it so those who cannot make it can still view it</li> </ul> </li> </ul>	
4.4	<b>Enrollment Process</b>	<ul style="list-style-type: none"> <li>● Cutler-Orosi will be making sure everyone is assessed vs getting classes started on time <ul style="list-style-type: none"> <li>➢ Doing online enrollment</li> </ul> </li> <li>● Tulare has moved to online enrollment <ul style="list-style-type: none"> <li>➢ Having students sign up for HSD and GED without the assessment but will do it when they get in</li> </ul> </li> </ul>	
4.5	<b>Remote CASAS Testing</b>	<ul style="list-style-type: none"> <li>● Anyone interested in doing remote testing with CASAS? <ul style="list-style-type: none"> <li>➢ John Werner will talk to Barbara Lehman to put together a meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● John Werner to contact Barbara Lehman</li> </ul>

		<p>and invite you if you are interested</p> <ul style="list-style-type: none"> <li>▪ Aim for Thursday, June 30<sup>th</sup> in the afternoon</li> </ul>	
4.6	<b>Virtual Navigator (RISDS)</b>	<ul style="list-style-type: none"> <li>● Navigators took their job description and modified it showing how they will implement their jobs during COVID <ul style="list-style-type: none"> <li>➢ Starting social media presentations</li> <li>➢ John shared questions they had for the Leadership Committee <ul style="list-style-type: none"> <li>▪ Asking everyone to comment in the google drive and note what school is making the comment</li> <li>▪ Asking for feedback on their plans</li> </ul> </li> </ul> </li> <li>● When can navigators return to sites and what rules do they need to follow <ul style="list-style-type: none"> <li>➢ TAS and VAS are currently open</li> <li>➢ TAS administrators need to take every staff members temperature before coming on site <ul style="list-style-type: none"> <li>▪ Teachers will be teaching from their classrooms but will not have students there</li> <li>▪ Masks are required</li> </ul> </li> <li>➢ Cutler-Orosi have rules that need to be followed but navigators can come</li> </ul> </li> </ul>	
4.7	<b>Program Evaluation Data Chats</b>	<ul style="list-style-type: none"> <li>● Would like to look at year end data at the August 4<sup>th</sup> meeting <ul style="list-style-type: none"> <li>➢ John Werner will email them a list of data to bring</li> </ul> </li> </ul>	
4.8	<b>2020/21 Annual Plan/Three Year Plan/MOU</b>	<ul style="list-style-type: none"> <li>● Board will take action on 08/04/20 <ul style="list-style-type: none"> <li>➢ Loaded all strategies from last year</li> <li>➢ Increased language that talks about modifications and how they are engaged because of COVID</li> </ul> </li> <li>● Digital badges <ul style="list-style-type: none"> <li>➢ Will select 1 or 2 badges to start working on</li> <li>➢ Recommend ESL because it is easy to tie into COAP</li> </ul> </li> <li>● Plan and organized an executive summary for annual plan <ul style="list-style-type: none"> <li>➢ John Werner will organize by objective area</li> <li>➢ Each district needs to do their own strategies <ul style="list-style-type: none"> <li>▪ Just check all mark all the things you will do</li> <li>▪ If you have something you are doing and it is not in the plan talk to John</li> </ul> </li> <li>➢ Asking everyone to read the plan, make comments</li> <li>➢ Needs to be turned into the state by August 15<sup>th</sup></li> </ul> </li> <li>● MOU <ul style="list-style-type: none"> <li>➢ Has been fixed with new dollar amounts</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>● Three Year Plan <ul style="list-style-type: none"> <li>➤ Does not need to be updated</li> </ul> </li> </ul>	
4.9	<b>WIOA Update</b>	<ul style="list-style-type: none"> <li>● Dollar amounts will be coming as soon as they get the carryover amounts</li> </ul>	
4.8	<b>Next Leadership Committee Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting will be August 4<sup>th</sup> at 10:00am on Zoom</li> <li>● Will name co-chair official at this meeting</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 2:30pm</li> </ul>	