

Approved Minutes

September 13, 2016 SAC Meeting

6:15 P. M. – 7:00 P.M.

Location: Arcturas Annex – Portable 3

Welcome/Introductions

Mr. Joyer announced the committee members: Mr. Jim Joyer, CAEC Administrator; Mrs. Eva Christu, Annex Coordinator; Mrs. Marilyn Hourdas, Instructor/Evening Coordinator; Mr. Jeff Jackson, ABE/GED managing teacher; Mr. Eric McClellan, PTC Ass't Administrator; and Mr. Edgar Pimental, ABE/ESOL student.

In attendance:

Jim Joyer
Eva Christu
Marilyn Hourdas
Jeff Jackson

Written Agenda Overview

Mr. Joyer stated that this will be the official SAC committee for Clearwater Adult Education Center. He explained how future meetings will proceed. Meetings will be held the first Tuesday of each month at 6:15 P.M. at the CAEC Annex. It will last forty-five minutes.

(Agenda's will be posted in advance of meeting)

Programs

ESOL/ABE/GED student enrollment is climbing. It is estimated that we have close to 600 students (all sites included). Administration is looking at opening another class during the night session on a term-to-term basis. (This part of the agenda will include enrollment numbers and issues.)

CAEC has another Grad-Point site at Largo High School.

LCP's to date: In the future this segment will be for reporting actual numbers. Eva will report for ESOL; Jeff will report for ABE/GED; Jim will report for Grad-Point.

SIP approval

No changes have been made to the draft. Jim will share the draft for approval. This item is temporary until SIP is approved.

Assignments of responsibilities

Facilitator: Jim Joyer
SAC Chairperson: Eva Christu

Record-keeper: Marilyn Hourdas
Timekeeper: Jeff Jackson

Unofficial notes will be sent to Mr. Joyer within 36 hours. He will make adjustments if necessary. Draft minutes will be sent to all sites and posted in a work area. Teachers will read and have input. At the next SAC meeting the team will approve the minutes. Those final minutes will be sent to all sites to be posted.

Student Progression concerns:

Report of PLC meetings

Recruiting Update

Mr. Joyer is visiting local churches, apartment complexes, and community centers. He is organizing a mass mailing. Emilio Gonzalez initiates CAEC participation in a local Hispanic concert. Large professional banners are being made.

Requests

Any needs that a site may have will be presented during this agenda item. Teachers are encouraged to attend and make presentations to the committee for requests.

Eva reported that the Annex needs a new server. Marilyn requested a projector for the testing room 7 for career pathways' seminars.

Open agenda

This part of the meeting is open to requests, concerns not covered during the meeting.

SAC Chair, Eva, moved to adjourn the meeting. Jeff seconded. Meeting adjourned at 7:00 P.M.

Next meeting: October 4, 2016