

Salinas Valley Adult Education Consortium

Minutes for Regular Steering Meeting

February 22, 2016, 3:00-5:00 p.m.

Location: Hartnell College, Main Campus, Salinas

Attendees:

SVAEC Official Member Designees	District/School	Present	Absent
Candice McFarland, <i>Director, College & Career Readiness</i>	Gonzales Adult School (GUSD)		X
Liz Modena, <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Kathy Mendelsohn, <i>Dean of Languages and Learning</i>	Hartnell College	X	
Eric Becerra, <i>HEP Grant Project Director</i>	Hartnell College	X	
Joe DeRuosi, <i>Coordinator, College & Career Readiness Programs, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Chandalee Wood, <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Emily Tsai Brownfield, <i>Director, 21st Century Learning & Innovation</i>	North Monterey County Adult Education (NMUSD)	X	
Kari Yeater, <i>Superintendent</i>	North Monterey Unified School District (NMUSD)		X
Carvette McCalib, <i>Assistant Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)	X	
Sharon Albert, <i>Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)		X
Francisco Pinedo, <i>Lead Teacher, Adult Education</i>	Soledad Adult School (SUSD)		X
Jeff Lopez, <i>Principal, Community Education Center</i>	Soledad Adult School (SUSD)	X	
Steve James, <i>Director, Alternative Placement for Student Success</i>	South Monterey County Adult School (SMCJUHSD)	X	
Diana Jimenez, <i>Director, Educational Services</i>	South Monterey County Joint Union High School District (SMCJUHSD)		X

Other Member District Representatives	District/School	Present	Absent
Maricela Cruz, <i>Administrative Assistant, Alternative Education</i>	MCOE	X	
Tom Lawson, <i>ESL Program Specialist</i>	Salinas Adult School	X	
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School	X	
Ana Mendoza, <i>Adult Education Instructor</i>	Gonzales Adult School	X	
Ana Gonzales, <i>Director of Adult Education & Workforce Development</i>	Hartnell College	X	
David Gorman, <i>ESL Faculty</i>	Hartnell College	X	
Jaimee DePompeo, <i>ESL Instructor/Faculty</i>	Salinas Adult School & Hartnell College	X	
Clementina Macias, <i>Director, Farmworker Education & Advancement Program</i>	Hartnell College	X	

Guests/Other Attendees	Affiliation	Present	Absent
Kathleen Slattery, <i>Retired ESL Teacher</i>	Salinas community member	X	
Cecilia Romero, <i>Deputy Director, Rancho Cielo</i>	Rancho Cielo (CBO)	X	

Meeting called to order at 3:08pm by Kristen Arps, Director of SVAEC

No changes to the content of the agenda

Quorum was established (6 of 7 present; only Member District without a voting designee was Gonzales USD)

I. Public Comments

- Cecilia Romero, Deputy Director at Rancho Cielo, joined the meeting to briefly share what Rancho Cielo has to offer their students. Currently Rancho Cielo works with at-risk youth ages 16 – 24 (not necessarily on probation). Rancho Cielo provides academic instruction and vocational training in Construction and Culinary fields. They are working on opening a new vocational training program related to Agriculture sometime in August. Currently Rancho Cielo is serving 150 youth; with the new agriculture training they hope to double the number of youth served.

II. Period 1 Report (Consortium-wide expenditures and activities July-December 2016)

- Spending (see PPT and handouts for details)
 - o Spent a total of \$1,254,554 out of \$4,267,605 available funds (including 15-16 carryover and new 16-17 funds) = 31% spent
 - o Total 15-16 carryover funds spent was \$301,988 out of \$777,466 = 41% spent
 - o Total 16-17 funds spent was \$952,566 out of \$3,490,139 = 29% spent
- Out of Shared Consortium Funds, salaries and benefits for the Director and Assistant: 30% was removed from direct services and instead paid for out of 5% admin cap, which will free up more funds for direct services.
- 2,311 adults served and 1,480 students served consortium-wide in Period 1 (although some data submitted by Members were incomplete/unclear)
- Need to increase spending and increase student enrollment

III. Requests for additional funds

- Director informed Consortium that there are currently unallocated/unused funds from the Shared Consortium Funds that could be made available to Members for direct services. She recommended distributing the available 15-16 carryover funds, but not the available 16-17 funds at this time.
 - o Currently the following amounts of Shared Consortium Funds can be made available for distribution (some were always unallocated, others have not been used due to changes in plan implementation): a total of \$182,075
 - 15-16 carryover funds that could be made available for allocation: \$107,656
 - 16-17 funds that could be made available for allocation: \$74,419
- **Action: Vote in favor of distributing the unallocated/unused 15-16 carryover funds**
 - o **Emily Tsai-Brownfield made motion; Kathy Mendelsohn seconded the motion**
 - o **All present voting member districts voted in favor (6 out of 6), motion carried**
- Comment on process: When requesting additional funding, Members should prioritize the requests and indicate which requests are dependent upon each other, to aid in the decision-making.
- Two Member Districts presented requests for additional funding and fielded questions from the group, followed by open discussion.

Requests (see accompanying SVAEC Fund Request Forms for each request):

- **MCOE requested a total of \$122,000**
 - o CTE Pathways program expansion - \$75,000
 - Is needed to fulfill the Pathways program by sending their instructors to trainings, materials, transportation, and professional development. These funds are not to

cover ongoing salary and benefits for instruction; this is a one-time investment in instructor training.

- Out of the \$75k requested, \$30k has been allocated for the modules alone. This amount is critical to continue the Pathways program.
- Clerical support - \$37,000
 - MCOE is matching the total cost for clerical support, which is a lot higher than the amount being requested. This is not a new position; it's for compensation for existing personnel who are shifting over to support the growing AEBG-funded programs.
 - This person will assist in collecting data and communicating with MCOE's partners. Also assist in placing students in job shadows/ trainings.
- Tutoring for College & Career Program - \$10,000
 - Contract to partner up with the Epicenter, to provide Career Readiness, WorkKeys training. Will allow MCOE to put their staff and use Epicenter's equipment to train students when the Center is closed.
- **Gonzales USD requested a total of \$93,700**
 - MOS (Microsoft Office) Certification Program - \$30,000
 - Forklift Operator Certificate Program - \$20,000
 - Program will be offered in the portable that is pending to be ADA compliant.
 - ADA compliance & electrical/fire/security hook up for portables for Adult Ed program - \$43,700
 - ADA is needed in order to use the portable and provide the forklift classes. Without the ADA Gonzales' portable will sit unused, until funding can be leveraged elsewhere if not by Adult Ed funds.
 - Note: Concern was expressed that these funds be used for capital expenses and that the district might not be contributing enough or covering these types of expenditures.
 - a. Reply: The District (GUSD) has already contributed 100k towards Adult Ed this program year.
- Total Requested funds = \$215,700
 - \$108,044 over the amount available out of the available 15-16 carryover funds
- **Action: Vote to allocate a total of \$130,700: \$67,000 to MCOE for a portion of their requests and \$63,700 to Gonzales for a portion of their requests (see breakdown of approved allocations below), using the \$107,656 available from the 15-16 carryover and \$23,0444 out of the unallocated/unused 16-17 funds.**
 - **Emily Tsai Brownfield made the motion; Jeff Lopez seconded the motion**
 - **All present voting member districts voted in favor (6 out of 6), motion carried**
 - *Detailed breakdown of additional \$130,700 funds allocated by the Consortium:*
 - \$107,656 out of the Consortium's Shared 15-16 Carryover Funds will be allocated for:
 - a. MCOE – CTE Pathways (\$30,000) and Clerical support (\$37,000)
 - b. Gonzales Adult School – Forklift Operator (\$20,000) and Portable ADA Compliance (\$20,656)
 - \$23,044 out of the Consortium's 16-17 Shared Funds will be allocated for:
 - a. Gonzales Adult School – Portable ADA Compliance (\$23,044)

IV. Data & Accountability Update

- D&A Workplan approved
 - Approved by Consortium at Special Steering Meeting on February 9
 - Submitted to the State on 2/16 and approval was received on 2/20
 - See slide 10 for detailed D&A budget for \$281,054
- Next steps: contracts, purchasing, special projects

V. Discussion Items, Announcements, and Reminders

Salinas Valley Adult Education Consortium

- Reminders:
 - Expenditure and progress reports are Due April 15
 - Members should work on current Budget and Plan amendments
 - Members should begin working on their 17-18 Annual Plans
- Adult Education Community Partner Event: March 29, 2017, 3-5pm, Hartnell College
 - All Members should prepare to present approx. 2-4 minutes on their current programs and services, and to bring program materials to share
- Dave Gorman, ESL Faculty from Hartnell, has developed contextualized CTE-focused basic math and English lessons accessible via computer and mobile phone; wants to make them available to everyone for their students and instructors. Contact him at dgorman@hartnell.edu for more info.
- Many Members shared instances of students not attending or prospective students not registering or withdrawing their registrations due to fear of deportation or other immigration-related fears, including concerns about release of their personal information. In light of the recent immigration policy changes, those present were asked to please document any impact these appear to have on their programs so we can share with the State and regionally (for advocacy and potential explanations for drops in enrollment).
- Thank you to Adriana Magallanes, who has served as our Consortium Program Assistant for the past year; she will be transitioning into a 100% FT position with the Hartnell College Business Office. (The Director is conducting a hiring process for a new assistant.)
- Next Steering Meeting: March 22, 3-5, Hartnell College Alisal Campus

Meeting adjourned at 5:03 pm

Notes taken by M. Adriana Magallanes

Attachments:

- 2/22/17 Steering Meeting Agenda
- 2/22/17 Steering Meeting PowerPoint
- New 2017 Consortium Timeline
- Program Year 2 Period 1 Budget Overview
- Requests for AEBG Funding from MCOE Alternative Education and Gonzales Adult School