

**Salinas Valley Adult Education Consortium**

**Minutes for Regular Steering Meeting**

**April 26, 2017, 3:00-5:00 p.m.**

**Location: Soledad Adult School, Gabilan Elementary School, Room 2, Soledad**

**Attendees:**

<b>SVAEC Official Member Designees</b>	<b>District/School</b>	<b>Present</b>	<b>Absent</b>
Candice McFarland, <i>Director, College &amp; 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
Ana Gonzales, <i>Director, Adult Education &amp; Workforce Development</i>	Hartnell College	X	
Joe DeRuosi, <i>Coordinator, College &amp; 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, 21<sup>st</sup> Century Learning &amp; 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 (SMCJUHS)	X	
Diana Jimenez, <i>Director, Educational Services</i>	South Monterey County Joint Union High School District (SMCJUHS)		X

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<b>Other Member District Representatives</b>	<b>District/School</b>	<b>Present</b>
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
Adriana Garcia, Program Assistant/Clerk, Adult Education	South Monterey County Adult School	X
Roxanna Argueta, Program Assistant/Clerk, Adult Education	Soledad Adult School	X
Guadalupe Reyes, Accountant, District Business Office	Soledad Adult School	X
Ana Mendoza Santiago, Adult Education Instructor	Gonzales Adult School	X

<b>Guests/Other Attendees</b>	<b>Affiliation</b>	<b>Present</b>
Kathleen Slattery	Salinas community member	X
David Villarino	FIELD	X
Sergio Guzman	FIELD	X
Devina Puga	FIELD	X
Alexa (last name not legible)	FIELD	X

**Minutes:**

**I. Call to Order**

- Meeting Called to Order at 3:11pm by Kristen Arps, Director of SVAEC
- Changes were made to the agenda regarding the SVHPPP presentation and Q3 spending update (both were removed).
- Quorum was established with 6 of the 7 Member Districts with official designees present when the meeting was called to order; later another designee arrived so 7 of 7 Member Districts were represented.

**II. Approval of Minutes**

- Approval of minutes from last steering meeting on 3/22/17
- *Candice McFarland motioned to approve minutes; Jeff Lopez seconded the motion; no discussion and no changes. All present voting designees voted in favor (6 out of 7); motion carried*

**III. Public Comments**

- Francisco Pinedo and other Soledad Adult School staff were thanked for hosting the meeting and for the refreshments provided.

**IV. Introductions and Guest Presentations**

- Consortium Director introduced guests: David Villarino and other staff from FIELD
  - The FIELD Institute gave a brief presentation and informed the Consortium that it is offering ESL, Literacy, and High School Diploma instruction in south Monterey County (King City and Greenfield). They also have a Charter High school for adults (EPIC Cesar Chavez Charter School). They are interested in collaborating with the Consortium.

**V. Action Items**

✓ **Action Item 1: *Change to a Pass-Through Fund Distribution Process for AEBG Funds***

- Consortium Director gave an overview of how the Pass-Through Fund Distribution process would work (see information on back of the Agenda).
- Jeff Lopez of the Soledad Adult School said he wants a mid-year review to be required. The Director emphasized that there would continue to be quarterly expenditure and activity reporting required of all Members, as has always been the case. The difference is that Members will not be required to submit invoices for reimbursement of funds.
- *Joe DeRuosi of MCOE made a motion to change to a Pass-Through Process for all funding including the carryover beginning July 1; Carvette McCalib of the Salinas Adult School seconded the motion; all present voting designees voted in favor (7 out of 7); motion carried*
- Of note from discussion: There was discussion about whether or not the 15-16 carryover funds should be disbursed using the Pass-through Process or instead in one lump sum after the fiscal year ends in order to get funds spent faster before they expire 12/31/17. **This will be added as an action item at the next Steering Meeting.**

✓ **Action Item 2: *Whether or not to add an addendum to the current Fiscal Agent-Member Contracts regarding the change to a Pass-Through Fund Distribution Process.***

- Director of Consortium asked for opinions on this action item looking at excerpt of the contract, and it was agreed that an addendum is necessary. It was proposed that, because the contract allows for different fund distribution processes, the only necessary change was the removal of the last sentence in section 1.c. in Exhibit C in the current SVAEC Member – Fiscal Agent Agreement (which is valid through 2020 for the disbursement of 2015 – 2018 funds). This sentence reads: “Per a decision made by the Consortium’s Member Districts at its Steering Meeting on September 28, 2016, the Fiscal Agent shall disburse funds using the Reimbursement Process.”
- *Carvette McCalib of Salinas Adult School made a motion that the addendum reflect that the last sentence in section 1.c. in Exhibit C in the current SVAEC Member – Fiscal Agent Agreement be removed from the contract; Kathy Mendelsohn of Hartnell College seconded the motion; no discussion; all present voting designees voted in favor (7 out of 7); motion carried*

✓ **Action Item 3: *Preliminary AEBG Fund Allocation Schedule for SVAEC Members for FY2017-18***

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- In order to meet the State’s deadline of May 2, the Director proposed that the Consortium approve the allocation schedule as-is (same as the 16-17 schedule) and set a date to revise it again once the Consortium’s planning process is completed.
- Discussion was held regarding the planning process and timeline. It was suggested that the May 24 Steering Meeting be extended to 3 hours (2-5 p.m.); the final Member Annual Plan Proposals be due to the Consortium June 14; the June 21 Steering Meeting be extended to 4 hours (9 a.m. – 1 p.m.); at the June 21 Steering Meeting the Member Annual Plans will be voted on and a finalized allocation schedule will be voted on.
- *Emily Tsai Brownfield of North Monterey County motioned to approve the current preliminary 17-18 AEBG fund allocation schedule, with a commitment to review and potentially revise it at the June 21 Steering Meeting; motion was seconded by Candice McFarland of Gonzales Adult School; discussion was held about the best timing for the vote (June or August, whenever the most people would be present), and it was decided that June would be better; 6 of 7 voted in favor, 1 abstention (Carvette McCalib of Salinas Adult School); motion carried*
- Director asked if there were any other changes that the Consortium wanted to make to its structures or processes, including those related to fiscal administration, decision-making/governance, or stakeholder input. Other than the above vote to change to a pass-through fund distribution process, no other changes were proposed.
- Of note from discussion: FIELD asked if they could become a partner of the Consortium and have an MOU stating such. The Members said they will stick to their current practice of establishing MOUs (generally sub-contracts for services) between their individual districts and community/industry partners, but not between the Consortium as a whole and community/industry partners.
- Of note from discussion: During the discussion about collaboration and partnerships, Candice McFarland of Gonzales Adult School referenced something in the Ed Code for Adult Education about districts being obligated to receive written permission to offer services within the boundaries of other districts. Others had not heard of this; Candice will find and distribute it. All agreed that if that is Ed Code, the Consortium would have to adopt that practice. (Until now, districts have sought verbal agreement but not written agreement for this.)

### VI. Informational and Discussion Items

- Student data through Quarter 3 is due April 30. Director gave a brief overview of the process and advised Members to work directly with CASAS to trouble-shoot any technical issues.
- Members were asked to inform the Director of any summer classes or even fall schedules, if available, so that the SVAEC Adult Education Service Directory could be updated.
- Director provided an overview of the 17-18 Annual Plan Development process and reminded Members of the Consortium objectives and strategies that should guide each Member’s planning.
- Members were provided an opportunity to share high-level overviews of their current needs, goals, and plans for 17-18.
- There was discussion about the need for more full-time positions for adult education

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programs, including teachers, staff, and administrators, in order to ensure continuity, stability, and high quality programming. Several Members shared that they would be increasing their FT positions.

### **VII. Announcements, Updates, Reminders**

- Director informed the Members of a mini-conference being held by the Sonoma County AE Consortium on May 12 in Santa Rosa
- Director reminded Members of upcoming deadlines for deliverables

**Meeting was adjourned at 5:11 p.m.**

*Minutes by Ariana Hernandez and Kristen Arps*