

Salinas Valley Adult Education Consortium

Minutes for Regular Steering Meeting

May 24, 2017, 3:00-5:00 p.m.

Location: Hartnell College, Alisal Campus, Room A109, Salinas

Attendees:

| SVAEC Official Member Designees (board-approved, with voting power) | School/District | 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, Languages and Learning Support</i> | Hartnell College | | X |
| Eric Becerra, <i>HEP Grant Project Director</i> | Hartnell College | X | |
| Ana Gonzalez, <i>Director, Adult Education</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 (SMCJUHS) | X | |
| Diana Jimenez, <i>Director, Educational Services</i> | South Monterey County Joint Union High School District (SMCJUHS) | | X |

| Other Member District Representatives | District/School | Present |
|--|------------------------|----------------|
|--|------------------------|----------------|

Salinas Valley Adult Education Consortium

| | | |
|---|---|---|
| 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-Santiago, <i>Adult Education Instructor</i> | Gonzales Adult School | X |
| Dave Gorman, <i>ESL Faculty</i> | Hartnell College | X |
| Renata Funke, <i>Dean, South County</i> | Hartnell College | X |
| Elsa Ramirez-Brisson, <i>Health Education Faculty</i> | Hartnell College | X |
| Jaimee De Pompeo, <i>ESL Teacher/Faculty</i> | Salinas Adult School & Hartnell College | X |

| Guests/Other Attendees | Affiliation | Present |
|---|--------------------------|----------------|
| Kathleen Slattery | Salinas community member | X |
| Ernesto Lizaola, <i>Community Education Manager</i> | Salinas Public Library | X |

| Consortium Personnel | Affiliation | Present |
|--|---|----------------|
| Kristen Arps, <i>Director</i> | Salinas Valley Adult Education Consortium | X |
| Alicia Gregory, <i>Program Assistant</i> | Salinas Valley Adult Education Consortium | X |

I. Call to Order and Quorum Established

- Meeting called to order at 2:20 p.m. by Kristen Arps, SVAEC Director
- Quorum was established with 7 of the 7 Member Districts represented by official designees present

II. Agenda and Minutes Approved

- *Emily Tsai Brownfield motioned to approve minutes from 4/26/17 Steering Meeting; Joe DeRuosi seconded the motion; no discussion and no changes. All present voting designees voted in favor (7 out of 7); **motion carried.***

III. Public Comments

- No public comments were made.

IV. Introductions

- Alicia Gregory, SVAEC Program Assistant
Alicia started as the Consortium’s new part-time program assistant on March 17, 2017. She gave a brief introduction of herself and her background, which includes work with AmeriCorps and non-profit organizations in leadership development, youth development, and mental health support for youth. She graduated from CSU Monterey Bay and is excited to rejoin the Salinas Valley community.

V. Action Items

Action Item 1: Vote on distribution of 15-16 carryover funds

Based on discussion at the last Steering Meeting, it was proposed that the 15-16 carryover be released in lump sums at the end of the 16-17 fiscal year (rather than by reimbursement or by pass-through in monthly installments) in order to encourage spending before the funds expire 12/31/17

Salinas Valley Adult Education Consortium

- Kristen Arps informed Members that she had informed the Hartnell College fiscal personnel of the SVAEC's decision to change to a pass-through fund distribution process beginning July 1, 2017, and Hartnell is thus working on establishing the exact policies and procedures to execute that.
- Emily Tsai-Brownfield is concerned about making decisions at this time about the 15-16 carry-over funds because her district currently has some encumbered budget items for which she is awaiting invoices. She would like to move this decision to a later date, preferably after July 15 or sometime after the close of the 16-17 fiscal year.
- Several Members expressed that they do not want to hold funds if they are unsure if they can be spent soon and are needed by other Members.
- Members agreed that a more formal process needs to be established for distribution/redistribution of carryover funds, and that it might also be helpful to have this discussion until after the Members' proposed 17-18 plans and fund requests were reviewed.
- *Members decided to table this action item until the end of this meeting.*

Additional discussion followed:

- Steve James is concerned about his projected carryover because it might change due to increases in staff/teacher salaries/benefits and the new indirect his district is requiring; these will also change his proposed 17-18 budget. He needs more time to re-calculate and adjust his budget.
- Sharon Albert expressed concern over outcomes, and wants to ensure we are reaching all of the populations in need, including adult English Language Learners, incarcerated adults, and adults with disabilities. Sharon also wants to make sure districts are using AEBG funds appropriately, leveraging other funds, and not supplanting, reminding the group that AEBG funds should be used to create new programming and not paying for pre-existing expenditures.
- Sharon Albert also asked about accountability and reporting; the director reminded her that Members all submit quarterly expenditure reports and invoices to the fiscal agent, who also has the authorization to conduct random auditing activities. The director reminded Members that they are each responsible for managing their own budgets and monitoring their own expenditures, and are subject to audits. The director also reminded Members that there will be increased responsibility and accountability at the member level with the Consortium's change to a pass-through fund distribution process, and with the State's new upcoming requirements that Members submit their own detailed plans, budgets, outcomes, and expenditures directly to the State.

VI. Discussion re: Planning Process

Review of Consortium objectives and priorities

- Kristen Arps reminded Members that we are entering into year 3 of our 3 year regional plan and our planning must continue to align with that regional plan as well as the priorities that the Consortium established in 2015.

Review of Consortium decision-making processes

- Members agreed that there is a need to further develop a formal process for planning and fund allocation. Ideas put forward included:
 - Establish a reserve fund for Members to apply for throughout the year to allow for flexibility and adaptability, whether in response to unexpected costs or to changing needs in their communities.
 - After Member Plans are approved, there should be a wait time of at least 3 or 6 months before a member may apply for additional funding (i.e. from the Shared Funds).

Salinas Valley Adult Education Consortium

- Look at all classes and services offered across the region to ensure there is not duplication. The director reminded Members that this already exists in the SVAEC Service Directory and will be posted on the website when it goes live next month. Members asked that the listings be shown by day of the week (not just by program area or provider).
- Once we are able to more accurately share student and program data we will be able to determine who is being served by whom and where services are still needed.

Review of processes/criteria for proposal evaluation and approval and for fund allocation/reallocation

(See Appendix 1: Considerations for Member Plan Evaluation)

- Director reviewed the list of Considerations for Member Plan Evaluation, and asked for any additions; none were added. She said that she had developed a rubric for proposal evaluation, but did not know if it made sense to use it at this time – Members need to decide on the evaluation process.
- *Director recommended that a special meeting be held to further discuss decision-making processes related to planning and funding. All Members agreed, and the action item that had been tabled until the end of the meeting was tabled until the special meeting to be scheduled.*

VII. Review and Discuss Member Proposals for 17-18 Annual Plans (15 minutes per Member)

See separate documents for review of the Member proposals in their entirety. These can also be found in the Consortium Google Folder: <https://drive.google.com/drive/folders/0B1oNXABmPloteFdFTkRjCjXVRdjq>.

Salinas Adult School

- **Proposal:** Major goals are to continue with ESL and HSE classes; create new Citizenship classes; start more CTE classes; start family literacy programming; provide evening childcare; and start a peer tutoring program to provide additional support for students in classes.
 - **Clarification requested:** Consortium member asked how they will work to increase enrollment, and why their plan calls to maintain current enrollment rather than increase.
 - **Response:** Salinas Adult School will try to increase enrollment by increasing marketing efforts and community engagement.

Hartnell College Adult Education Services

- **Proposal:** Major goals are to transition current pilot classes into noncredit courses, which will then move them out of the AEBG budget. Current pilots include the CTE-bridge course called “Intro to Building Trades” and Spanish Office Technology courses; new curriculum is also being developed for noncredit ESL and VESL courses. Also waiting for the new Learning Disabilities Specialist to be hired, who will provide services at other Hartnell campuses as well as for fellow SVAEC Members. **No calls for clarification.**

North Monterey County Adult Education Services

- **Proposal:** Major goals are to continue ESL, GED, Computer Literacy, and Citizenship classes. They are looking to add Parent Education courses and Adult Education services for adults with disabilities. Planning to continue contracting with Jump Into English to offer ESL and increase family literacy. **No calls for clarification.**

Soledad Adult School

- **Proposal:** Major goals are to continue ESL programming, provide additional childcare for students, start family literacy programming, and continue to support Staff through Professional Development

Salinas Valley Adult Education Consortium

opportunities. In addition, will create 2 new CTE programs: working with local clinics in the areas of Medical Assisting and Dental Assisting; have instructors and locations in mind and will use this budget to get programming started.

- **Clarification requested:** Questions arose regarding sustainability and how Soledad plans to continue the programming past availability of consortium funds.
- **Response:** Will work to get additional funding sources and get other organizations to carry costs in future; these new AEBG funds will be used to get the new programs started. Already have several community and industry partners.

Monterey County Office of Education – Alternative Education Program

- **Proposal:** Major goals are to work with at-risk and incarcerated youth to ensure that they have access to resources which will allow them to move out of a cycle of poverty and move into career pathways with living wages. There is a gap in funding from previous administration that essentially defunded all MCOE programming for 18+ youth population; they are now in need of funds to continue their programming.
 - **Clarification requested:** Isn't Salinas Adult School also offering services at the jail? And why won't the jail pay for education services (why are AEBG funds needed)?
 - **Response:** Sharon Albert clarified that the Salinas Adult School is providing funding for instruction at the jail. Joe DeRuosi clarified that this programming would expand (not replace) what is currently being offered there.

South Monterey County Adult School

- **Proposal:** Major goals are to start new citizenship and computer classes; grow their existing ESL program; and possibly start HSD programming (in addition to current HiSET HSE class. Need to hire a coordinator to manage the programs and help with student intake. Also need to work to get security for evening programs to ensure the safety of students. Will edit budget to reflect teacher salary/benefits increases. **No calls for clarification.**

Gonzales Adult School

- **Proposal:** Major goals are to compound part-time ESL teachers into full time positions so that they may serve their students more fully. Working on Forklift Operation training/certification program; currently in process of purchasing a forklift. Also interested in exploring a Food Safety program. They will work to provide more family literacy classes and childcare for students. They will increase professional development and provision of mobile technology for their teachers (as they work at various classrooms/sites). **No calls for clarification.**

VIII. Final Announcements, Updates, and Reminders

Deadlines:

- Final budget revisions for 15-16 and 16-17 budgets due 6/12
- Final 17-18 plans due 6/14 (to be voted on 6/21)

Announcements:

- Data Workgroup meeting will be held 6/7 or 6/8
- Fall 2017 Adult Education Professional Development Conference
 - Complete Teacher & Staff AE PD Survey

Updates:

- New SVAEC Program Assistant – Welcome, Alicia Gregory!

Salinas Valley Adult Education Consortium

- New Data & Accountability Specialist (contract through December) will begin June 1
- CFAD and 16-17 Plan Amendments were submitted to the State

Reminders:

- Student data were due 4/30 (TE Data Integrity Report)

Next Regular Steering Meeting: **Wednesday, June 21, 9am-1pm, at MCOE**

A special meeting will be scheduled before then.

Meeting was adjourned at 5:15 p.m.

Salinas Valley Adult Education Consortium

Appendix 1 – Considerations for Member Plan Evaluation

SVAEC Member Plan Evaluation

When reviewing, discussing, and evaluating Annual Plans or one-off Projects being proposed by Member Districts, ask the following questions:

COMPLIANCE

Does the Plan comply with the AB104 legislation and AEBG Guidelines?

Are the proposed Activities/Expenditures:

- Allowable?
- Reasonable?
- Allocable?

ALIGNMENT

Does the Plan align with:

- The Objectives and Strategies described in our Consortium’s 3-Year Regional Plan?
- The Consortium’s Funding Criteria and Priorities?
- The intent of the AB104 - AEBG legislation?

NEED

Does the Plan clearly address and meet the needs identified by the Member District and the Consortium?

BUDGET

Do the proposed expenditures match the proposed activities?

Does it appear that there might be supplanting of other funds with AEBG funds?

Sustainability - one-time or ongoing costs? Will the activities always be dependent on AEBG funding?

If there is anticipated carryover, what is the process for reallocation, if others anticipate a shortage?

What are the specific criteria we will use to determine the new allocation?

PRIOR-YEAR SPENDING & PERFORMANCE

Previous spending and carry-over?

Demonstration of leveraged resources from district and community partners?

Growth and/or improvement of adult programming?

COLLABORATIVE ACTIVITIES/EXPENDITURES

What are we going to do/pay for as a Consortium?

What other Member/Partner resources can be leveraged?

Are there activities that could be shared/collaborative?

GOALS/OUTCOMES

Are goals:

- Specific
- Measurable
- Attainable
- Relevant
- Timebound

Are the anticipated outcomes going to meet actual needs?

How many adults are expected to be served?

Develop a rubric, then have members use it to develop their plans.