

**Salinas Valley Adult Education Consortium  
11/17/15 Steering Meeting Notes  
Meeting held 3:00-5:00 p.m. at Mission Trails ROP**

**ATTENDEES**

**Official member designees present:**

Gonzales – Candice McFarland  
Hartnell – Eric Becerra  
MCOE – none  
North Monterey – Emily Tsai Brownfield  
Salinas – Peggy Wood  
Soledad – Antonio Garcia  
South Monterey – Steve James

**Other member representatives present:** See sign-in sheet for list of other attendees

**Guest Presenter:** Miranda Labbat, Burlington English

**Facilitators/Presenters:**

SVAEC – Kristen Arps (left at 4:30pm)  
SUHSD – Melissa Casillas  
Hartnell – Sharon Alheit

**NOTES**

**PLCs/Workgroups**

Workgroup/PLC participant stipends: All invoices need to be submitted to SUHSD by December 15 even if MOU not yet officially approved.

Basic Skills / HSE PLC: Group now being formed. Districts can designate up to 2 participants each. New EWA's and MOU's required. Guidelines/objectives/deliverables need to be developed.

Approval of additional funding for PLCs/workgroups will be considered at the next meeting.

**Fiscal Matters**

Fund distribution: Need to get new contracts between Hartnell and SVAEC districts. Districts, try to get on the agenda for a December or January board meeting. But begin implementing your activities now if your district will allow!

The member allocations spreadsheet and the member performance measures spreadsheet are on the drive. Please review these. They should be reviewed throughout the year and the Consortium director and fiscal agent should be notified of significant changes so they can adjust accordingly.

Templates are being developed for expenditure and performance reporting. They must be done in a way that makes them sortable in different ways and serve the purposes of the State, Consortium members, and Fiscal Agent.

Fund disbursement will be on a reimbursement basis. An invoice template has been developed. Submit invoices by the 15th of each month following the end of the quarter.

The consortium must figure out how to handle budget revisions/modifications. Those present agreed to not require members to request approval from the consortium to transfer or reallocate funds, as long as their total amount does not change or they aren't requesting an allocation increase or reduction. Reallocation of line items within a member district's total budget is OK but requests for additional funds should go to the consortium.

Random audits will be performed to check backup documentation for expenditures.

Carryover funds need to be addressed – let the member keep it or roll back up to the consortium? Need to examine why the funds were not expended.

"Other operating expenses" may be a better label than "supplies" for the unallocated consortium funds line item.

The last two categories of performance measures, "placed in jobs" and "increased wages," are challenging for all consortia and the State, and are being investigated for best practices for implementation and assessment. CASAS will re-design their entry form to include these.

Need to work on approval procedures for professional development and travel. Do these need to be submitted to the consortium for approval? Yes, if using the general consortium PD funds (no approval needed if a member is using its own allocation).

Travel should be approved and arranged by the individual districts, then they submit an invoice for reimbursement. This can be done retroactively.

Group professional development will be conducted by the consortium for cost saving.

The consortium has two additional fund requests. It was agreed that the Consortium will not consider requests through the year after the budget is approved. Although if a request/proposal fills an as yet unmet gap/need, it might be considered.

### **Marketing/Outreach**

Consortium marketing: Quotes for website and brochure and other marketing efforts now being solicited from vendors.

Marketing & communications: Please report program successes or changes to the consortium to keep everyone informed and eventually to include on the website and/or in the newsletter (if appropriate, especially success stories).

Board presentation: Kristen can give her AEBG presentation to any board, or she can give members the powerpoint and it may be adapted for presentation by consortium members.

Hartnell College Pathways staff available for campus visits. These have been very successful at Salinas Adult School.

### **Consortium Logistics & Actions**

January-June 2016 Steering Meeting Schedule: Notify Kristen by the Wednesday after Thanksgiving if the proposed meeting schedule on the handout works.

All current consortium deliverables have been submitted to the State. The state realizes that consortium plans are a work in progress and could be changed. Kristen will attend a December 1-2 Reader's Conference in Sacramento to review plans.

Moved and seconded \$500 for Kristen to travel to Sacramento for the AEBG Readers Conference. Approved.

Hartnell Director and Program Support positions have been submitted. Consortium members should sit on the committee and should participate in writing interview questions and selecting candidates. Eric Becerra recommended either a 3- or 5-member panel. Peggy Wood suggested all consortium members should constitute the panel, with the Hartnell member as a participant.

### **Other Announcements & Discussion**

Soledad was approved for HiSet testing and will begin in January.

Tutoring question: A teacher of record must be designated, but other individuals may work as tutors under his/her supervision.

K-16 Bridge will be able to share ASAP information with Hartnell. There are privacy concerns for whatever system will be implemented. Data and assessment will be a focus for our consortium.

### **Burlington English Presentation**

Burlington English presentation included the different programs available: career courses; career pathways (under development); CASAS prep; a library that can be loaded on student devices. Some schools have used BE as a complete ESL curriculum; the majority use it as a supplement. Licenses run for one calendar year. BE will conduct consortium-wide training at no cost. Consortium discounts for product purchase are being considered.

Meeting notes submitted to Kristen Arps by Thomas Lawson on November 18, 2015 and by Kristen Arps to the Consortium on December 7, 2015

See the meeting agenda and handouts for other announcements and information