

**Salinas Valley Adult Education Consortium  
Steering Meeting Minutes  
June 22, 2106, 3:00 – 5:00pm  
Hartnell College – Alisal Campus**

**Member Designees Present:**

Kathy Mendelsohn, Hartnell  
Carvette McCalib, Salinas  
Jeff Lopez, Soledad  
Emily Tsai Brownfield, North Monterey  
Aida Ramirez, North Monterey  
Candice McFarland, Gonzales  
Joe DeRuosi, MCOE (new MCOE Designee to the Consortium, replacing Faris Sabbah)

**Others Present:**

Isaac Estrada, South Monterey (representing SMCJUHSD on behalf of Steve James and Diana Jimenez)  
Iris Medina, Hartnell  
Dave Gorman, Hartnell  
Laura Zavala, Hartnell  
Renata Funke, Hartnell  
Aimee Belev, Soledad  
Zahi Atallah, Hartnell  
Kristen Arps, SVAEC  
Adriana Magallanes, SVAEC

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

**I. Brief Announcements**

- Change to last month's minutes is the due date for the preliminary 16-17 plans from Members to the Consortium was June 15<sup>th</sup> not August 15<sup>th</sup>. The final Consortium 16-17 Annual Plan is due to the State on August 15.
- Salinas Adult School got their portables and furniture in! They are currently in the process of setting the foundation where portables will be placed.
- Francisco shared pictures of Soledad's first high school equivalency and high school diploma graduation in four years, with 20 HSD and 42 HSE grads!
- MCOE's alternative program had about seven graduates who made it.

**II. 16-17 Planning**

- 16-17 approved allocation schedule and budget (including projected carry over from 15-16 and the new Data & Accountability funds from the State coming this month) was provided to all members.
  - The plan and budget for the Data & Accountability funds are not due until the fall, but they do effect the 16-17 planning we're doing right now, because some activities can be paid for with these funds rather than member allocations. Anything data, assessment, and accountability related could be paid out of the Data & Accountability funds (e.g. CASAS Institute, ASAP).

- Additional funding was given from the state for extra 15-16 funds that were “left over,” the consortium received an additional \$52,289 that was allocated to the SVAEC general funds for now.

### **III. 16-17 Member Planning**

Full proposed plans can be viewed in the separate Member Preliminary 16-17 Plans doc. Items below only represent the few selected activities that attendees wanted to discuss at the meeting.

#### **Gonzales** (Anticipating not carrying over funds)

- Proposed plan includes the purchase of a used portable to expand their adult programming, including more workforce prep and CTE programs for adults. (This capital expense is dependent on *state approval*).
- Leverage a lot of other funding sources, particularly LCAP.
  - Candice McFarland from Gonzales recommends that adult ed programs be involved more in their districts’ LCAP process by attending LCAP meetings and advocating for adult ed and submitting input gathered from adult ed stakeholders (including instructors and students).
  - Emily Tsai Brownfield also recommends working with one’s district English Advisory Committee and advocating for adult ed in their meetings, as well.
- Gonzales is doing a lot of family literacy programming and works closely with parents in teaching them how to help students be successful in school.
- Gonzales would like to hire a PT counselor for their adult students (to be shared with K-12 who will do education and career planning with HSE and ESL students). The proposal for this counselor will be presented at their next board meeting for approval.
- May need to request additional funding in 16-17.
- ***Motion to approve Gonzales’s plan – approved (6 of 6)***

#### **Hartnell** (Anticipating carrying over \$140,000)

- **Pre-apprenticeship program**
  - Did not have the turnout that was expected which only had about 15 enrollees and 8 attendees. Zahi Atallah, Dean of Advanced Technology and Applied Science thinks that the low volume of applicants was due to several reasons:
    - Timing of day – classes were offered during the afternoon rather than later in the evening.
    - Advertising – Program was not fully marketed, outcome was very disappointing.
    - Duration – Classes were too long, from 3:30 to 8:30; 5 hours seemed to be too much at once for students.
  - Zahi would still like to offer the program and learn from their mistakes by looking at other alternatives such as:
    - Reaching out to a variety of different groups (e.g. local and regional), to identify the needs of individuals and offer course in the evenings for a shorter time (6pm – 9pm), which would make the course 12 weeks versus 8 weeks long.
    - Offer the course in different parts of the regions.

- Must find instructors who are willing to co-develop curriculum and co-teach in collaborative and innovative ways.
- Spanish Office Technology Series
  - This is an ongoing workshop series that was piloted last spring and expanded this year. Provides basic computer and technology training as not-for-credit to Spanish speaking students.
  - There is potential in pairing this office technology class with classes and developing it for enhanced non-credit classes.
- **DSPS (Disabled Student Programs and Services)**
  - Presented proposal from Amy Lehman, Director of DSPS for a full-time learning disability specialist who will provide services at Hartnell's main campus and Alisal and King City campus, plus any other Consortium members who would like to share in the services.
    - Amy requires data from members to gauge the need of a disability specialist in their area.
    - Specialist would coordinate and provide learning disability assessments to students referred by an area adult school. As well as provide advice and resources regarding reasonable accommodations for students with disabilities.
    - Specialist would come to each district to work with students/adults.
    - Lots of interest but also a lot of questions from members: Coordination and compatibility with current services provided by the districts, especially for students transitioned from K-12? Would funding by members would be based on need) student numbers), or equal portions? Find a per student rate? Or hourly rate?
    - A special meeting will be coordinated with Amy Lehman and interested member districts to answer questions, determine need, and find solutions.
- **CTE/ ESL/Basic Skills Collaboration**
  - To help accelerate CTE students towards course completion, the program aims to construct and offer contextualized learning modules that can be accessed electronically on computers or mobile phones.
  - Students will receive supplemental instruction via online instructional videos and contextualized practice and application activities.
  - Students like to receive content delivered electronically, 10 minute lesson on a cell phone.
  - Materials are accessible to students 24 hours a day.
- **Farmworker Program Coordinator**
  - To help support the unmet adult education needs of farmworkers and address Ag industry request to improve employee skills to be better equipped for both current job responsibilities as well as future Ag jobs. This could help increase the competency in the current job and/or potentially lead to higher pay due to improved communication and technical skills.
  - This program is getting a late start because they were awaiting the bulk of the funding from Driscoll's, so the coordinator position from 15-16 is beginning in 16-17.
- ***Motion to approve Hartnell's plan – approved (6 of 6)***

**MCOE** (Anticipating carrying over \$7,000)

- **CTE**

- 10 month CTE pathway foundation course that will focus on diesel mechanics, information technology and transportation coursework, and experiential components.
- Partnered with Salinas Airport and Loaves & Fishes Computers.
- Matching financial resources with LCAP allocation.
- **Turning Point** (Pre-apprenticeship)
  - 10 week course covering soft skills for employment.
  - Need two part-time instructors for the program.
- Need more funds, approximately \$10,000
- **Motion to approve MCOE's plan – approved (6 of 6)**

#### **North Monterey County** (Anticipating carrying over ??)

- Will add a couple more ESL classes.
  - Citizenship classes will be offered in the evening at Castroville Public Library.
- In 16-17 will begin offering HSE courses in English, as well as in Spanish as they were in 15-16, on Friday and Saturday afternoon and evenings.
- Calling local organizations and churches to find additional space to offer classes, there is no room on campus.
- Looking for ways to market outreach program.
- Attendance has been challenging which is why transportation and childcare are being offered.
- **Motion to approve North Monterey County's plan – approved (5 of 5)**

#### **Salinas Adult School** (Anticipating not carrying over)

- Due to the purchase of two portables which ended up costing more than anticipated, some other planned 15-16 activities were not conducted and will be rolled over into 16-17.
- Laptops and carts were purchased according to plan in 15-16.
- The 16-17 proposed plans for Salinas and thus not approved by members. Approval is pending until revision/completion is provided and reviewed and voted on by members.
- **Motion to approve Salinas's plan – pending revised plan proposal (6 of 6)**

#### **Soledad** (Anticipating carrying over \$122,957)

- Increasing amount of hours per class and quality of instructions with more teaching training.
- Two computer classes will be offered in Soledad and Camphora labor camp.
- Working in building relationship with the students' parents.
- Hopeful that attendance volume will increase.
- Increasing clerical hours to help support data collection and adult education program.
- Changing one teaching position to a lead teacher who will teach and also serve as a coordinator and provide professional development for faculty.
- **Portable**
  - Planning on purchasing a portable to expand adult ed programs and services and "legitimize" adult ed, rather than having classes and services all over the place (like elementary school classrooms). It will serve as classroom space plus office space for the lead teacher and clerk. This will be the centralized location to make it easier to direct students when in need of assistance.

- Cost of portable will be roughly \$90,000 - \$120,000 (24x24 DSA classroom, office and restroom included). Still waiting to receive fiber optics quote, which could potentially increase the price of portable.
- **Attendance Program**
  - Planning on moving over to Aries to implement an attendance system for adult high school.
- **Motion to approve Soledad's plan – approved (6 of 6)**

**South Monterey County** (Anticipating carrying over \$11,437)

- **ESL**
  - Continue employment of four part-time ESL teachers plus one new PT ESL teacher in 16-17, and two part-time clerks.
- **Basic Skills**
  - Continue employment for HiSET teacher.
- Requesting additional funding to help with teacher's salaries.
- **Motion to approve South Monterey County's plan – approved (6 of 6).**

**IV. 16-17 Planning Outcome**

- MCOE requesting additional funding from the Consortium - \$10,000.
- South Monterey requesting additional funding from the Consortium - \$10,000.
- Salinas proposed plan pending approval after revision has been submitted, and electronic voting will be held.

**V. Other items**

- There was insufficient time to cover the other items on the agenda, such as information on 15-16 Reporting and the summer 2016 timeline. Everyone is asked to review all of the materials provided in the meeting, which will also be posted in the Consortium's Google Drive folder. Further work on the 16-17 plan and budget will be done electronically and virtually. If the plan changes, it will be discussed and approved at future Steering Meetings and included in a plan amendment.
- Special meeting might be held to go over student data and outcomes requirements and guidance.
- Requests for additional funding will be decided after FY15-16 close to get a clearer idea of the overall member spending.

- Next Steering Meeting: September 28, 3-5pm, location TBD

*Meeting adjourned at 5:15pm*

Notes taken by M. Adriana Magallanes

Attachments:

6/22/16 Steering Meeting Agenda  
 6/22/16 General Fund Budget  
 6/22/16 Member 16-17 Proposed Activity Plan Budget & Proposal/s  
 6/22/16 Approved 16-17 Allocation Schedule for AB104  
 6/22/16 AEBG Member Expenditure Template  
 06/22/16 AEBG Member Student Data Collection Template  
 6/22/16 Proposed 16-17 Steering Meeting Schedule  
 6/22/16 SVAEC Timeline & Deliverables

