



# **SALINAS VALLEY ADULT EDUCATION CONSORTIUM**

**AB104: Adult Education Block Grant**

## **REGULAR STEERING MEETING**

**JANUARY 13, 2016**

**3:00-5:00 p.m.**

**Hartnell College Alisal Campus**

# AGENDA

- |           |  |
|-----------|--|
| 3:00-3:10 | <b>Sign-in, Welcome, Introductions, Review Agenda, Notetaker</b>   |
| 3:10-3:30 | <b>Review 15-16 Plan, Timeline, and Budget</b>   |
| 3:30-3:45 | <b>Member Activity Implementation and Spending</b>   |
| 3:45-4:00 | <b>Member Expenditure and Performance Reporting</b>  |
| 4:00-4:45 | <b>Consortium Activity Implementation &amp; Spending</b> <ul style="list-style-type: none"><li>○ <b>Professional Development</b></li><li>○ <b>Professional Learning Communities</b></li><li>○ <b>Hartnell update on Consortium Director and PA positions</b></li><li>○ <b>Marketing</b></li><li>○ <b>Software/Technology</b></li><li>○ <b>Food</b></li></ul> |
| 4:45-5:00 | <b>Final questions, discussion, and announcements</b>  |

## 15-16 Implementation, Spending, & Reporting

New Fiscal Agent Contact: David Techaira  
831-755-6835, dtechair@hartnell.edu

Contracts were sent by Hartnell in mid-December to member districts.

Once they are signed and returned, Hartnell can distribute funds to your district.

Report & Invoice templates were sent out earlier this week. These completed reports are **due January 22!**

See the [SVAEC Assessment & Accountability Guide](#), the AEBG Allowable Uses Guide, and the AEBG Program Guide for info.

# 15-16 Plan, Schedule, Budget

## JANUARY

### **IMPORTANT DATES**

13-Jan	Regular Steering Meeting
22-Jan	Member Period 1 (Jul-Dec) Expenditure & Performance Reports due to Consortium
22-Jan	Members submit invoices to Fiscal Agent if possible
22-Jan	Deadline to register for TESOL Convention (April 5-8)
31-Jan	Period 1 Reports due to the State (submitted by Director and Fiscal Agent)

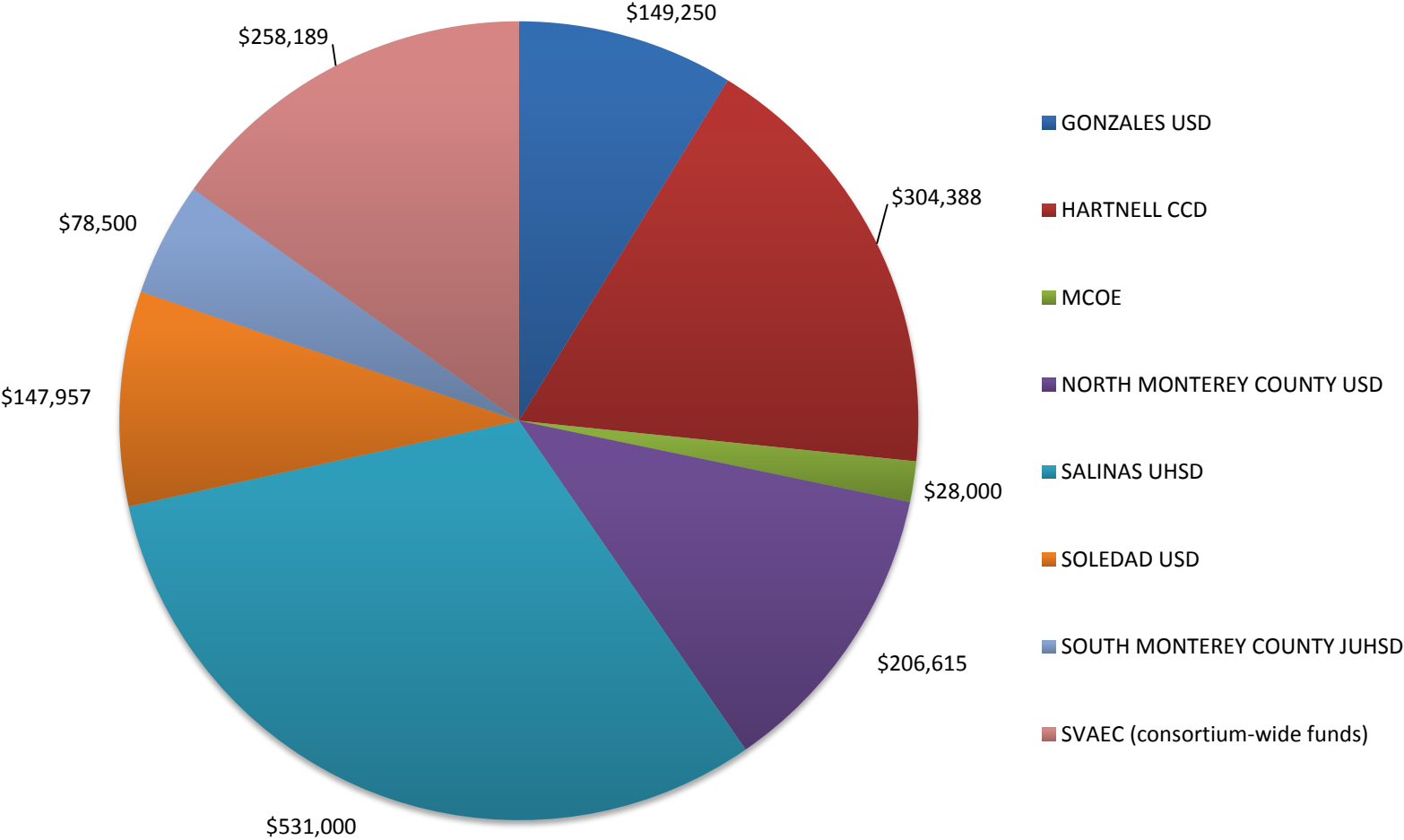
### **ACTIVITIES**

Members and Fiscal Agent finalize contracts for fund distribution
Members begin/continue activity implementation and assessment
Members new to CASAS purchase software, train, and begin using
Start Basic Skills PLC – complete member district EWAs/SPAs and member-fiscal agent MOUs
Restart ESL PLC – complete member district EWAs/SPAs and member-fiscal agent MOUs
Contract with marketing vendor and begin branding and website development
Contract with ASAP for member adoption of ASAP 3.0 (prep to launch when released)
Increase partner outreach

[Review Plan Activities](#) for the Consortium and your District

# 15-16 Plan, Schedule, Budget

15-16 Allocations



# 15-16 Plan, Schedule, Budget

Member	15-16 Total AEBG Funding	Consortium Funding	MOE Funding (some K-12 districts)
		15-16 Allocation	15-16 Allocation: MOE Funding
GONZALES USD			
TOTAL	\$255,689	\$149,250	\$106,439
HARTNELL CCD			
TOTAL	\$304,388	\$304,388	\$0
MCOE			
TOTAL	\$28,000	\$28,000	\$0
NORTH MONTEREY COUNTY USD			
TOTAL	\$454,242	\$206,615	\$247,627
SALINAS UHSD			
TOTAL	\$1,716,285	\$531,000	\$1,185,285
SOLEDAD USD			
TOTAL	\$342,618	\$147,957	\$194,661
SOUTH MONTEREY COUNTY JUHSD			
TOTAL	\$78,500	\$78,500	\$0
SVAEC (consortium-wide funds)			
TOTAL	\$258,189	\$258,189	\$0
SVAEC TOTAL	\$3,437,911	\$1,703,899	\$1,734,012

# Professional Development

For Member Approval:

**\$905** total requested for 6 people to attend the California EL Civics & Citizenship Conference on February 26 at Mt. Diablo

<u>EL Civics &amp; Citizenship Conference (Feb. 26, Mt. Diablo)</u>					
<u>Attendee</u>	<u>Member District</u>	<u>Total Funds Requested</u>	<u>SVAEC Fund Request Approved?</u>	<u>Provide ride?</u>	<u>Need ride?</u>
Ana Mendoza	Gonzales	\$135			
Diane Harley	Hartnell	\$230			
Emily Tsai	NoMoCo	\$135		Yes	
Tom Lawson	Salinas	\$135			
Ann McDowell	Salinas	\$135			
Francisco Pinedo	Soledad	N/A	N/A		
Kristen Arps	SVAEC	\$135			
TOTAL		<b>\$905</b>			

See [list of other upcoming PD events](#) (and add any you think are relevant).  
Complete the [PD Funding Request Form](#) in Google Forms.

# Marketing Vendors

## Potential Vendors:

- Articulate Solutions
- Full Steam Marketing
- Moxxy Marketing
- TMD Creative

See [vendor comparison](#) worksheet

Need to discuss as a Consortium what our specific marketing needs and wants are and how much we are willing to spend. **Hold a special meeting for this???**



## Software & Technology

Updates on:

- CASAS
- ASAP
- Burlington English

New opportunity:

### **Northstar Digital Literacy Assessment**

(<https://www.digitalliteracyassessment.org/index.php>)

For only \$1,200/year, the SVAEC could be a Sponsor, allowing us to offer our students the assessment and to issue them certificates. Would also enable us to track student data/progress!

## Food Expenditures

Hartnell is not comfortable authorizing the purchase of food for the Steering Meetings. How to proceed?

Text from AEBG Allowable Uses Guide:

“Food and Beverages - funds can be used to provide food or non-alcoholic beverages for students or staff, provided that there is no local board policy prohibiting these costs. Food and beverage costs must be for activities or functions consistent with the objectives of the AEBG 3 year Consortia Plan and the Annual Plan. Funds cannot be used to pay for general activities such as open houses or other events not directly related to AEBG.”

# Questions, Comments, Announcements

## Announcements:

- Tom Lawson is arranging CASAS meetings; new users are encouraged to attend; potential meeting with Jay Wright (CASAS rep) on Feb. 24
- Soledad and Gonzales Adult Schools will begin offering HiSet testing in February (contact them for dates)
- Some members are having difficulty finding HSE instructors for their adult school classes – let us know if you know of anyone who might be interested
- Hartnell and the IBEW are looking for sites in south county for new building trades pre-apprenticeship classes (locations already found for Salinas and north county) – let us know if you are interested
- Hartnell College Curriculum Institute on March 4 – Adult ed providers are welcome and encouraged to participate with Hartnell and high school Math, English, ESL instructors and counselors
- Hartnell EOPS is currently accepting AB540 students