

Salinas Valley Adult Education Consortium

Meeting Minutes for Regular Steering Committee Meeting

August 9, 2017, 3:00 – 5:00 p.m.

Location: Hartnell College, Alisal Campus, Room C106, 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	
Christopher Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Joe DeRuosi <i>Coordinator, College & Career Readiness, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Maricela Cruz <i>Administrative Assistant, Alternative Programs</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
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	
Tatiana Roganova <i>Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)	X	
Ana Aguillon <i>CBO / Manager of Business Services</i>	Salinas Union High School District (SUHSD)	X	

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Other SVAEC & Member District Representatives	District/School	Present
Tom Lawson, <i>ESL Program Specialist</i>	Salinas Adult School	X
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School	X
Yvonne Petersen, <i>Teacher</i>	Salinas Adult School; SUHSD ROP	X
Jaimee DePompeo, <i>Teacher</i>	Salinas Adult School	X
Veronica Munoz, <i>Accountant</i>	Salinas Adult School	X
Clementina Macias, <i>Director, Farmworker Education and Advancement Program</i>	Hartnell College	X
Elsa Ramirez Brisson, <i>Faculty</i>	Hartnell College; Food Fundamentals	X
Margarita Palacios, <i>Assistant Principal, Educational Options</i>	North Monterey County Adult Education; NMCUSD	X
Aidee Farias, <i>Research Consultant</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X

Community Partners	Organization	Present
Kathleen Slatterey, <i>Retired Teacher, Salinas Adult School</i>	Community Member	X
Charles DaSilva, <i>Manager, Corrections Programs</i>	Monterey County Jail	X
Cathy Andrews, <i>Senior Librarian, Adult Services</i>	Salinas Public Library	X
Ernesto Lizaola, <i>Manager, Community Education</i>	Salinas Public Library	
Melody Burgess, <i>Projects Manager</i>	Monterey County Business Council	X

I. Call to Order

- Meeting called to order by Kristen Arps, SVAEC Director, at 3:05 p.m.
 - Quorum not yet reached; only 4 out of 7 Designees present
 - Quorum reached at 3:55 p.m. with arrival of Emily Tsai at 3:55 p.m. and Joe DeRuosi at 4:05 p.m. [6 out of 7 Designees present (GUSD missing)]
- Tatiana requested for the meeting agenda to include space to talk about a professional development plan for the whole year. Would like to create a committee and have them present a PD plan to the greater group.
 - Kristen will add to the agenda under the discussion about Professional Learning Communities and Workgroups.

II. Public Comments

- Kathleen Slatterey posed following question: How are districts doing with their marketing?

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- Tom Lawson responded: Salinas Adult School will be getting an electronic marquee; however the best marketing is word of mouth and utilizing current students to recruit future students for classes. They are currently updating their brochure to share with the consortium.
- Margarita Palacios responded: North Monterey has brochures and are currently reaching out to all businesses in their area; also contacted churches and have been given permission to speak to their congregations.
- Hartnell uses PSAs, radio, and TV to market programs offered.
- Soledad uses Community Liaisons; utilize community events such as the resource fair put on by their elementary school to table and get parents signed up.
- Kristen Arps: The new SVAEC website is completed and live! We requested feedback from Members before it's officially launched to the greater public to be sure there are no errors.

III. CONSORTIUM ANNUAL PLAN

- Final Consortium 17-18 Annual Plan review and approval
 - New this year: Each district will directly submit their own budgets and activities to the state, in addition to the submission of the Consortium Annual Plan; additional information pending.
 - This Consortium Plan is a high-level overview; not detailed like the Member Plans.
 - All present reviewed the Plan Draft in detail, made questions and comments, discussed and agreed on a few minor changes.
 - All Member Districts reviewed the AEBG General Assurances and agreed to adhere to them.
- **Action Item:** Vote to approve the SVAEC 17-18 Annual Plan for submission to State by 8/15
 - **Emily Tsai-Brownfield motioned to approve the plan with the discussed changes made; Francisco Pinedo seconded; all in favor (6 out of 7 present); motion carried.**
- **Action Item:** Vote to agree to adhere to AEBG General Assurances
 - **Emily Tsai-Brownfield motioned to all agree to adhere to the 17-18 AEBG General Assurances; Francisco Pinedo seconded; all in favor (6 out of 7 present); motion carried.**

IV. FISCAL MATTERS

- Redistributed Carryover Funds – Confirmation of equal division of funds. At the 6.27.17 Steering Meeting, Salinas Adult School offered to return \$100,000 of its 16-17 carryover back to the general pot of funds for redistribution for use in 17-18, which was integrated into the budget approved unanimously that day. It was not, however, decided at that time how exactly it would be redistributed.

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- Salinas Adult School asked if the decision could be reversed so they could keep the \$100,000 that they had returned to the Consortium (it was done by the former Assistant Director who is no longer in that position).
- Discussion was held about the history of what had happened at the June meeting, for those who had not been there (several designees are new). It was clarified that the decision to redistribute the funds had already been made and could not be undone, and that all members had made sacrifices with their budgets in the process of determining the allocation schedule and plans.
- It was agreed by all that a more formal planning and funding process should be developed, perhaps with a funding formula for baseline funding and then a smaller amount of incentive funding for which members will apply. Something needs to be done to ensure it is a more equitable and predictable process, and the timeline also needs to be moved up so that allocations are set earlier in the year (April would be ideal).
- **Action Item:** Vote to distribute \$100,000 of 16-17 carryover evenly across 8 allocations – to the 7 Member Districts and the Shared Funds (\$12,500 each)
 - **The request by Salinas Adult School for the funds to be returned was not approved. Designees moved forward with the vote for distribution of the funds as planned.**
 - **Ana Gonzalez motioned to approve the equal distribution of the redistributed \$100,000 carryover across the 8 budgets as proposed; Emily Tsai-Brownfield seconded the motion; all in favor (6 out of 7 present); motion carried.**
- General carryover funds discussion about whether to allow members to keep their carryover or redistribute it, and what their plans were for it. There was not sufficient time to discuss this in detail; it was decided to let the members keep their carryover for now, with the understanding it will be spent quickly and appropriately. It will be monitored quarterly.
- Member plan change requests
 - **Action Item:** Vote to approve MCOE's use of funds (from their own allocation) for two new activities: student HiSET testing fees and a laptop for CASAS TopsPro Enterprise (is not compatible with their Apple computers).
 - **Emily Tsai-Brownfield moved to approve the revision of MCOE's plan/budget to add the 2 new activities stated; Steve James seconded; all in favor (6 out of 7 present); motion carried.**
- Request for use of Shared Funds
 - **Action Item:** Vote to approve use of Shared Funds for Francisco Pinedo from Soledad Adult School to attend the I-DEA Conf. in San Diego (8/14-15)

- **No vote was held, as Francisco Pinedo is not available to attend after all. It was decided that the Director, Kristen Arps, would attend instead, as it seems like a valuable training.**

V. OTHER

- Data & Accountability: D&A funds were officially extended for one more year by the State; will expire December 2018 instead of this December.
- Adult Ed Community Needs Assessment Survey: Aidee Farias shared that the survey is still in development. Seeking proctors to administer the survey in the community; Aidee will send out an e-mail with the request.
- New adult education personnel: Please send Members' new administrator, staff, and teacher contact info to Alicia Gregory as soon as possible.
- Fall Directory: Send class schedules as soon as possible for the Fall AE Provider Directory, which will also go on the website.
- SVAEC website launched: Check to make sure your information is accurate.
- The Director spoke briefly about the need to reconsider our decision-making processes to become more efficient and effective. She asked everyone to be thinking about how we could do that, e.g. forming more small workgroups to get work done so the Steering Meetings are more efficient and really reserved for action items and program/project updates. We will discuss this at the Designee Retreat in September.
- Announcement by Tom Lawson: Citizenship prep class will now be offered 5-9 p.m. (Tuesdays?) at Salinas Adult School; please encourage people to come; registration will take place in class.
- Announcement by Francisco Pinedo: A local CCAE chapter (Steinbeck Chapter) is being formed by Barbara Martinez from Pacific Grove, Francisco Pinedo from Soledad, and others. Please consider joining CCAE and getting involved in the new chapter! Students can join, too. Talk to Francisco for more information.
- Reminder from Francisco Pinedo: Go to adulthoodtraining.org, which shows all trainings from CalPro, CASAS, and OTAN, and they are all free. Francisco just finished the CalPro Leadership Institute and strongly recommends it to everyone.
- Next regular Steering Committee Meeting: September 27, 2017, 3-5pm