

Minutes for Regular Steering Committee Meeting

May 23, 2018 2:30 – 5:30 p.m.

Location: Hartnell College, East Alisal Campus, Salinas, CA

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 | |
| Eric Becerra <i>HEP Grant Project Director</i> | Hartnell College | X | |
| Ana Gonzalez <i>Director, Adult Education</i> | Hartnell College | X | |
| Kathy Mendelsohn <i>Dean, Languages and Learning Support</i> | Hartnell College | X | |
| Joe DeRuosi <i>Coordinator, College & Career Readiness, Alt. Ed.</i> | Monterey County Office of Education (MCOE) | X | |
| Christopher Devers <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 (NMCUSD) | X | |
| Kari Yeater <i>Superintendent</i> | North Monterey County Unified School District (NMCUSD) | | X |
| Ana Aguillon <i>CBO / Manager of Business Services</i> | Salinas Union High School District (SUHSD) | | X |
| Graciela Hidalgo <i>Manager of Fiscal Services</i> | Salinas Union High School District (SUHSD) | | X |
| Tatiana Roganova <i>Director, Salinas Adult School</i> | Salinas Adult School (SUHSD) | X | |
| Jeff Lopez <i>Principal, Community Education Center</i> | Soledad Adult School (SUSD) | X | |
| Francisco Pinedo <i>Lead Teacher, Adult Education</i> | Soledad Adult School (SUSD) | X | |
| Steve James <i>Director, Alternative Placement for Student Success</i> | South Monterey County Adult School (SMCJUHS) | X | |

| Other SVAEC & Member District Representatives | District/School | Present |
|--|---|----------------|
| Ana Mendoza-Santiago, <i>ESL Teacher</i> | Gonzales Adult School (GUSD) | X |
| Margarita Palacios, <i>Asst. Principal, Educational Options</i> | North Monterey County (NMCUSD) | X |
| Paulette Bumbalough, <i>Interim Dean, King City</i> | Hartnell College | X |
| Iris Medina, <i>SVHPPP Coordinator</i> | Hartnell College | X |
| Jaimee DePompeo, <i>ESL faculty</i> | Salinas Adult School (SUHSD) and Hartnell College | X |
| Dawn Tovey, <i>Director/Controller, Internal Business Services</i> | Monterey County Office Of Education | X |
| Greg Ludwa, <i>Teacher, County Jail</i> | Monterey County Office Of Education | X |
| Tom Lawson, <i>ESL Program Specialist</i> | Salinas Adult School (SUHSD) | X |
| Stephanie Carillo, <i>Clerk</i> | Soledad Adult School (SUSD) | 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 Slattery, <i>Retired ESL Teacher</i> | Community Member | X |
| Cathy Andrews, <i>Senior Librarian, Adult Services</i> | Salinas Public Library | X |
| Alice Rodriquez, <i>Lead Instructor</i> | FIELD | X |

Meeting started by Kristen Arps Director at 2:45 PM

Note: Meeting was started late due to challenges using new technology in the first paperless meeting.

- I. Introductions
- II. Member & Partner Program Updates and Announcements (2 minutes max. each)
 - a. Salinas Adult School Update – Tatiana Roganova
 - i. SAS graduation is May 24
 - ii. Will be hosting Summer School Classes – ESL (for students already enrolled, hybrid classes using Burlington English) and HiSET
 - b. Hartnell College Update – Eric Becerra, Ana Gonzalez, Paulette Bumbalough, Iris Medina
 - i. HEP graduation is June 2
 - ii. In hiring process for Adult College Pathways Coordinator
 - iii. Completed first 8-week session of noncredit ESL courses
 - iv. The first cohort in the Teacher Pathway program be graduating from Hartnell and continuing on at CSUMB.

- v. SVHPPP is working with Soledad Adult School and the Workforce Development Board on health professions pathways.
 - c. Soledad Adult School Update – Jeff Lopez and Francisco Pinedo
 - i. HSD/HSE graduation is on June 8
 - ii. Dental Careers (RDA) program continuing through the summer
 - d. North Monterey County Adult Ed Update – Emily Tsai Brownfield
 - i. Adult ed graduation is on May 25
 - ii. 25 students are being recognized for obtaining their citizenship (participants in the new citizenship classes)
 - e. Gonzales Adult School Update – Ana Mendoza
 - i. HSD/HSE graduation is on June 7
 - ii. Students are filling out their own update records for CASAS TE and it is proving successful; gathering a lot of data on student progress
 - f. South Monterey County Update – Steve James
 - i. Have caught up on all of their data thanks to Jennifer Suttie’s help
 - ii. Still trying to hire a full-time clerk to support them
 - g. Community Member Updates
 - i. Salinas Public Library – Cathy Andrews: Workshop called California Listens, Salinas stories; please refer people to participate in this great opportunity to tell their stories and learn about storytelling; no experience needed, bilingual instructors, no experience needed, can be anonymous.
 - ii. FIELD – Alice Rodriguez: High School just got WASC accredited. Their HSD graduation is on June 20 in Greenfield.
 - h. Recap of Summer Services:
 - i. Salinas Adult School
 - 1. ESL
 - 2. HiSET
 - ii. Hartnell College
 - 1. Spanish Computer Classes
 - 2. HEP and Hartnell doing a summer bridge program to help students get up to the level; open to all (not just HEP eligible); targeting 6-7th grade levels; instruction in Spanish to prepare for Spanish HiSET/GED; those not HEP eligible will be referred to adult schools
 - iii. North Monterey, South Monterey, and Soledad
 - 1. Will continue some classes into the summer but for continuing students, not accepting new at this time
- III. Formal committee proceedings called to order at 3:00 PM
- a. Quorum established with 5 out of 7 present (missing Gonzales and MCOE designees). MCOE designee arrived at 3:30PM. Gonzales designee arrived at 4:00 PM, resulting in 7 out of 7 designees present.
 - b. Agenda and prior meeting minutes were approved

- i. Emily Tsai Brownfield (NMC) made a motion to approve the meeting agenda; Tatiana Roganova (Salinas) seconded the motion; no discussion; VOTE: 5 out of 7 present in favor; motion carried.
 - ii. Emily Tsai Brownfield (NMC) made a motion to approve the minutes from the April 25, 2018 Regular Steering Committee Meeting; Steve James (SMC) seconded the motion; no discussion; VOTE: 5 out of 7 present in favor; motion carried.
- IV. Public Comments (3 minutes max. each)
 - a. Francisco Pinedo (Soledad) made a comment about keeping side conversations during the meeting to a minimum so that we can stay on track.
 - b. No other Public Comments
- V. Action Items
 - a. **Data & Accountability Workplan revisions for remainder of one-time funds (expire in December 2018) – recommendations from the SVAEC Data Workgroup**
 - i. Proposed to use unallocated \$58,000 as follows (see budget document):
 1. Continue contracting with Jennifer Suttie for technical assistance through July
 2. Continue contracting with Aidee Farias and the team of proctors for the regional needs assessment through August
 3. If possible get 2 Scantron machines for SMC and for MCOE to facilitate and standardize student data collection (intake, assessment, and updates); if this is not possible then one Scantron machine will be purchased for SMC.
 4. Note: The \$17,000 out of these funds to be used for CASAS Summer Institute was approved at the last meeting
 - ii. Director called for questions and comments, or a motion to approve
 1. Question from Tatiana Roganova (Salinas): How many hours is Jennifer Suttie available?
 - a. Director responded: It varies considerably depending on report deadlines and support needed by districts. In a month when reports are due she does around 100 hours. She used up the previously approved hours faster than anticipated because SMC has not been able to hire a clerk and is without any data support, so Jennifer has been doing their data collection and cleanup; now has SMC caught up. She helped NMC and Gonzales identify areas for cleanup. She has also helped a couple of districts with new clerks to train and on-board them. She is available for anyone who needs help.
 - b. Tatiana Roganova (Salinas) inquired about the process to get her assistance as they will need more assistance with

their data in the absence of Tom. She will contact Kristen to get Jennifer's contact info is needed.

2. Steve James (SMC) made a motion to approve the recommended revisions to the D&A budget through December 2018; Tatiana Roganova (Salinas) seconded the motion; no discussion; VOTE: 5 out of 7 present in favor; motion carried.

VI. Discussion Items

a. Annual Plan: Review and discuss Members' proposed 18-19 activities

- i. Reminder when you make budget changes of 15% or more the consortium must approve the budget change, and if starting any new activities you must get them approved.
- ii. All present reviewed each Member District's proposed activities and were given the opportunity to ask questions and provide suggestions or guidance. Members were asked to point out any new, changed, or discontinued activities, and to answer any questions raised.

iii. South Monterey County Adult School Plan

1. Continuing as many activities from last year as permitted by budget (not able to expand without more funds).
2. Changes include:
 - a. Increase HSD offerings
 - b. Find alternative solutions for ESL in Greenfield
 - c. Unable to continue the bilingual computer classes in collaboration with Hartnell because need a credentialed teacher (can continue if Hartnell can hire the teacher again next year)
3. Still hoping to hire a full-time clerk
4. Ideas discussed
 - a. Parenting workshops in indigenous languages
 - b. Hire a Coordinator
 - c. Francisco Pinedo (Soledad) suggested putting more funds towards clerical and administration; hiring a full time lead teacher who would teach 40% of the time and coordinate 60% of the time could help free up more time for you to do administration work.
 - d. Suggested that Steve put a coordinator or lead teacher in his proposal and then we can try to allocate more funds.
 - e. Jeff Lopez (Soledad) and Kathy Mendelsohn (Hartnell) offered to provide whatever support they can help SMC implement their programs.

iv. Soledad Adult School Plan

1. Focusing on new CTE programs. Not yet ready to move forward with a Medical Assistant program (needs more planning), but are

moving forward with a Community Health Worker program, which will be an add-on for the existing CNA program to allow students more options. Also looking to add evening EMT courses. Working on a 243 course integrating ESL and health professions preparation

2. Tatiana Roganova (Salinas) asked about how they provide ESL support for their CTE courses. Francisco responded that they use the co-teaching model, such as that used at the Clovis Adult School, with one ESL and one CTE teacher.

v. Salinas Adult School Plan

1. Looking to expand the ESL classes; have requests from high schools to provide ESL for their parents in the afternoon
2. Unable to find qualified childcare providers in 17-18; working with HR to try to change the requirements and/or the salary. Hoping to provide childcare in 18-19 for evening students.
3. Trying to develop a 243 program – looking at culinary; potential partnership with Goodwill.
4. Ana Gonzalez (Hartnell) asked about the capital equipment included in their plan (desks, chairs, etc.). Tatiana said that their classes require a certain type of desk; rather than huge stationary desks, they would like students to work in groups in a dynamic, interactive classroom.

vi. North Monterey County Adult School Plan

1. No new activities for next year planned. Working to improve the quality of their programs.
2. Were not able to implement the Microsoft Office Suite Certification program; hoping to this coming year.

vii. Monterey County Office of Education Alternative/Adult Programs Plan

1. All activities are the same because their inception was just this year
2. Starting PAPAS class for inmates on how to be better fathers
3. Note that the Social Worker included in the plan will not be paid for with AEBG funds but wanted to show it as an activity. Also have transition support in the county jail from GEO.

viii. Hartnell College Adult Education Plan

1. Most of the current activities will continue. Two new activities include:
 - a. Opportunity for more partnership with MCOE in the jail; will focus on bridge programing between HSD/HSE and

Hartnell credit classes, as well as targeted college transition support.

- b. Increased collaboration with HEP (discussed new HSE summer bridge course earlier).
- c. Counselor Fabian Pacheco and the new College Pathways Coordinator will increase outreach and transition support. As always, if it seems more appropriate for a student to be at an Adult School they will refer them there. Fabian is currently working on an Ed Plan template for adult learners.

ix. Gonzales Adult School Plan

- 1. Continuing all activities from this year. New activities include:
 - a. A Community Survey in Gonzales (likely by mail as an insert in the utility bill) seeking input for their program.
 - b. Job Readiness Workshops with soft skills training, resume and job application assistance, etc.
 - c. Business Start-Up Classes to help entrepreneurs in their community; possibly a workshop series rather than a formal class; will hire a part time hourly person
 - d. Expand ServeSafe program to include the manager-level certificate
 - e. Banquet Service training, likely a short-term 20 hour course to help people working in food service to improve their skills and advance in that career; will include ESL as well as employer connections

x. Consortium Plan (for collaborative activities with Shared Funds)

- 1. Continuing with same activities as last year. New activities might include one FT or two PT transition specialists for the Consortium. Challenge has been finding a district willing to hire them.
- 2. Hoping to free up more Shared Funds by using more of the 5% Admin for Consortium personnel (increase from 30% to 50% of sal/ben out of the 5% Admin); still need to discuss with fiscal agent but this is the Director's plan.

b. Other Discussion Items

- i. COLA – Have we heard anything else from the state? Do we know how we will use it? Have not received any more guidance from the State; it's up to us to decide. We discussed it at the last meeting, can discuss it more now, and hope to vote on it at the June 13 meeting.
- ii. New website for AEBG will remove the term "Grant" – now California Adult Education
- iii. Items tabled for next meeting:

1. Carryover policies and projections
2. Funding Process development
3. Planning Process for Three-Year Plan

VII. Information Items:

- a. Member expenditure reporting in NOVA
 - i. NOVA expenditures due by 6/1 in NOVA; report Q1-Q3 expenditures YTD (cumulative through March 31); see webinar recordings and reach out to Kristen and Alicia for assistance
- b. Reminders:
 - i. June 1 – Member Q 1-3 expenditure reports due in NOVA
 - ii. June 6 – Member Annual Workplans due to Director (final drafts of the plans reviewed today)
 - iii. June 15 – Member carryover projections due to Director

VIII. Networking

- a. Tom Lawson (ESL Program Coordinator, Salinas Adult School) and Kathleen Slattery (ESL Teacher, Salinas Adult School) were both honored and thanked for their active participation and vital roles in the Consortium since its inception. Tom is retiring at the end of this month and Kathleen retired two years ago but has remained an active participant as a community member. They received certificates, SVAEC t-shirts, and SVAEC travel mugs.

Meeting adjourned at 5:15PM

Next regular Steering Committee Meeting: June 13, 2018, 2:30-5:30 p.m.