

Minutes for Special Steering Committee Meeting

March 7, 2018, 2:30 – 4:30 p.m.

Location: Hartnell College, Main Campus, Room A-105, 411 Central Avenue, Salinas, CA 93901

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	
Joe DeRuosi, <i>Coordinator, College & Career Readiness Programs, Alternative Education</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 (NMUSD)	X	
Kari Yeater, <i>Superintendent</i>	North Monterey Unified School District (NMUSD)		X
Tatiana Roganova <i>Assistant Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)	X	
Ana Aguillon, <i>Manager of Business Services/CBO</i>	Salinas Adult School (SUHSD)	X	
Graciela Hidalgo, <i>Manager of Fiscal Services</i>	Salinas Adult School (SUHSD)	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	

Other Member District Representatives & SVAEC	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

Maricela Cruz, <i>Administrative Assistant Alternative Programs</i>	MCOE	X
Dawn Tovey, <i>Director/Controller, Internal Business Services</i>	MCOE	X
Aidee Farias, <i>Data Consultant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

I. Call to Order, Agenda Approval, Quorum

- a. Meeting called to order at 2:35 PM by Kristen Arps, Director of SVAEC
- b. Agenda was approved with no changes
- c. Group Norms were reviewed
- d. Quorum was established with 5 out of 7 Member District Designees present (Hartnell, MCOE, Salinas, Soledad, South Monterey County) when meeting was called to order; later North Monterey County arrived at 2:40PM and Gonzales arrived at 3:05PM, resulting in 100% quorum with 7 out of 7 Member District Designees present.

II. Public Comments (3 minutes each maximum)

- a. Maricela Cruz (MCOE) District stated that they (MCOE) have created 2 new programs with their funding. It was not their understanding that allocations were connected with amount of students served or that their allocation was “seed” money for programs and not continuous funding. Their cost per student is higher due to the population that they serve. She does not feel that the funding formulas as they currently are take into consideration the needs of their district. Requests that the allocations remain the same for this upcoming fiscal year 18-19.
- b. Kathleen Slattery from the public (retired Salinas Adult School teacher) responded to Maricela’s statement, commenting that she had been at the funding meeting last year and it was her understanding that MCOE was told this money was not continual funding but was “seed” money.
- c. Kristen Arps (SVAEC Director) urged folks to look forward and not backwards and to focus on finding solutions.

III. Member Funding

- a. Kristen Arps reviewed the previous funding process. In past years, AEBG funding was decided through a negotiation process. Last year it was decided that a more objective, data-driven, formal process was needed for deciding Member allocations. Last May/June we developed and piloted a proposal evaluation rubric, but there was not enough time to finalize it before allocations needed to be decided. So again last year the allocations were decided by negotiation. In early fall semester 2017 at the Planning Retreat the Accountability and Planning Workgroups were formed in order to develop tools and processes for program assessment, proposal evaluation, fiscal accountability, and funding decisions. The workgroups made a lot of progress in developing tools and processes, including the funding formula presented at last week’s Steering Meeting. Today we must decide both the allocation schedule for 18-19 and the next steps in our process development.
- b. Question from Tatiana Roganova (Salinas): Is the funding formula required by the state?

1. Kristen Arps responded that consortia funding is determined using census data for 6 core indicators in each region:
 - Total adult population 18+
 - Limited English households
 - Educational attainment – no HSD or less
 - Adult literacy – less than 9th grade level
 - Unemployment
 - Poverty

IV. Action Items

✓ **Action Item 1: Discuss and decide on the funding process for FY18-19**

- a. **Motion:** Steve James (South Monterey County) motioned to approve proposal 3 -- to keep the current allocation schedule for 18-19; Chris Devers (MCOE) seconded the motion.
- b. **Discussion:**
 - i. Kathy Mendelsohn (Hartnell) wanted to know if she could make an amendment to the motion to add caveat to it: a deadline should be set for the creation and approval of a funding formula.
 - ii. Steve James (South Monterey County) is open to including that amendment, but wants to stick with proposal 3 so we can move forward. We can discuss how to use the COLA and carryover at another meeting, separate from this vote today.
 - iii. Tatiana Roganova (Salinas) stated we should look at everyone's spending at the end of the year and make a decision about moving forward based on this information.
 - iv. Emily Tsai Brownfield (North Monterey County) feels that this is the same conversation we have had before, for the last couple of years. We should come up with a data-driven formula so that we can move forward without having to have these discussions every month and every year. North Monterey County's superintendent is supportive of the formula, even if it results in a decrease in their funding, as long as there is a clear, evidence-based reason why. We are having the same conversation we had a year ago, we need to develop a specific data-driven process.
 - v. Kathy Mendelsohn (Hartnell) stated that she will not make a decision without having a date set for deciding on a new funding formula.
 - vi. Tatiana Ragnova (Salinas) stated that the formulas we came up with were flawed; most of the members are losing money and it is not beneficial to any member.
 - vii. Aidee Farias (SVAEC) clarified that the formula is not necessarily flawed, it just looks different because we have not used data before in this way. We may need additional factors, but the data shows where the need is, and it is up to the Members to address the needs and make a difference in the region.
 - viii. Kathy Mendelsohn (Hartnell) withdrew her amendment.
- c. **Vote:** All in favor of the motion made by Steve James and seconded by Chris Devers - that the allocation schedule for 18-19 remain the same as 17-18. Vote: Gonzales – No, MCOE - Yes, Hartnell – No, North Monterey County - No, Salinas-Yes, Soledad - Yes, South Monterey County - Yes. Only 4 out of 7 voted in favor, so motion does not carry.
- d. **Motion:** Kathy Mendelsohn (Hartnell) moved that the 18-19 allocation schedule be the same as the 17-18 allocation schedule, with the stipulation that a new funding process be developed by September 30; Jeff Lopez (Soledad) seconded the motion.

- e. **Discussion:** No Discussion
- f. **Vote:** Gonzales - Yes, Hartnell- Yes, MCOE- Yes, North Monterey County-Yes, Salinas- Yes, Soledad- Yes, South Monterey County – Yes, 7 out of 7 members vote yes, Motion carries.

✓ **Action Item 2: Discuss and decide on the allocation schedule for FY18-19**

- a. Per the previous motion and vote, the allocation schedule for FY18-19 will remain the same as it was in FY17-18.

V. Next steps

- a. Kristen Arps stated that the purpose of the workgroups was to divide up the work, but it seems like with this process we need to keep it in the Steering Committee, which means we need to meet more regularly. If we're going to develop a new funding process and other important work as a Steering Meeting, we must have a specific timeline with specific deliverables. We'll still keep the Data Workgroup separate. The planning and accountability and data work is all related to the funding process. In November we agreed on spending targets. One of the other things we now need to decide is our outcomes targets and goals.
- b. Two action items for April 25 Steering Meeting to meet the May 2 deadline for the CFAD:
 - i. Decide on how we will be using the COLA allocation
 - ii. Confirm our fund distribution model
 - 1. Two options: 1) Fiscal agent to distribute funds received from the State to the Member Districts using the Pass-Through Process (as we do now) or 2) Direct distribution from the State directly to Member Districts
 - a. Pros and cons for each were discussed. Kristen Arps will speak with other consortia to find out what they view as pros and cons of each model.
 - b. Straw poll - How many in favor of keeping the current Fiscal Agent fund distribution model? Gonzales - Yes, Hartnell - Abstain, MCOE - Yes, NMC - would prefer some sort of mechanism, okay with staying with pass-through, Salinas - Abstain, Soledad - Yes, SMC - Yes
- c. Need to develop our next 3-year plan; the deadline has been extended to May or June 2019. Annual Plan for 18-19 due in August; it needs to include any changes and still align with our original 3-year plan.
 - i. Members will submit major changes: new activities, budget changes of 10% or more; ensuring current activities are being implemented.
- d. Doesn't seem that an additional meeting will be needed before the next regular steering meeting on April 25. Does seem like the Planning Retreat scheduled for March 15 should be cancelled/rescheduled for another time.

VI. Adjourn

- a. Kathy Mendelsohn (Hartnell) moved to adjourn; Joseph De Rusoi (MCOE) seconded; all in favor; meeting adjourned at 4:25PM