

Salinas Valley Adult Education Consortium (SVAEC)

Meeting Minutes for Regular Steering Meeting

November 29, 2017, 2:30 – 5:30 p.m.

Hartnell College, East Alisal Campus, 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, Alt. Ed.</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 (NMCUSD)	X	
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		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
Graciela Hidalgo <i>Manager of Fiscal 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 (SUHSD)	X
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School (SUHSD)	X
Jaimee DePompeo, <i>ESL Teacher</i>	Salinas Adult School (SUHSD)	X
Veronica Munoz, <i>Accountant</i>	Salinas Adult School (SUHSD)	X
Margarita Palacios, <i>Assistant Principal, Educational Options</i>	North Monterey County Adult Education (NMCUSD)	X (virtual)
Aidee Farias, <i>Research Consultant</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X
Jennifer Suttie, <i>Data Consultant</i>	SVAEC	X (virtual)
Ana Mendoza, <i>ESL Teacher</i>	Gonzales Adult School (GUSD)	X (virtual)
Chelsea Correa, <i>Clerk</i>	Gonzales Adult School (GUSD)	X (virtual)
Rosie Armstrong, <i>Director of Workforce Development (Ag and Health)</i>	Hartnell College	X
Joel Morales, <i>Coordinator Job & Internship Placement (CTE/SWP)</i>	Hartnell College	X

Community Partners	Organization	Present
Kathleen Slattery, <i>Retired Teacher, Salinas Adult School</i>	Community Member	X
Cathy Andrews, <i>Senior Librarian, Adult Services</i>	Salinas Public Library	X
Melody Burgess, <i>Projects Manager</i>	Monterey County Business Council	X

The meeting started at 2:35 p.m. with Member and Partner updates and announcements.

I. Member & Partner Program Updates and Announcements

a. Hartnell College Adult Education and CTE

- i. Noncredit curriculum has gone to the Chancellor's office for approval.
- ii. Another round of Spanish Technology Courses (levels 1 and 3) will finish soon.
- iii. Preparing to launch the second Industrial Refrigeration class. Working to develop more hands-on CTE programs.

b. North Monterey County Adult Education

- i. Started a CNA program; all are welcome to come see how the program operates.
- ii. Starting to use WorkKeys.
- iii. Starting an MOS certificate program and developing a SafeServe certification and general food safety program.

c. MCOE Alternative Education

- i. Have begun onboarding new staff and volunteers for the County Jail program and Parent program (college and career readiness).
 1. Approximately 950 current inmates, and MCOE is aiming to serve about 100 – 150.

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2. In the Young Parents program have 37 students who have filled out applications and are starting to receive services.
 - ii. Using WorkKeys and CareerReady 101 to prepare and transition adults.
- d. *Salinas Adult School*
 - i. Hired a new PT career advisor (had been vacant); proud that their Career Center is fully staffed with certificated and classified support staff.
 - ii. Posted the position of FT Database Specialist.
 - iii. Marketing and outreach has expanded (thanks to Kathleen Slattery for assistance with this!).
 - iv. New Citizenship class ramping up.
 - v. Opened a new ESL class to expand their services; starting in January there will be a basic literacy class.
 - vi. They have started collaborating with ROP; planning to start a forklift certification class for adults at ROP, and another computer literacy class at SAS.
 - vii. Working in collaboration with Project Search (HOPE Services) and Salinas Valley Memorial Hospital to provide work experience for adults with disabilities. They will offer a 9-month internship at the hospital to help them prepare for the workforce. Starting small with 9 people. Looking for adults with cognitive disabilities.
 - viii. Have a successful student newsletter; can be found on their website and at the SAS Welcome Center.
- e. *Soledad Adult School*
 - i. New Registered Dental Assistant class is almost ready, will offer soon!
 - ii. Recently hired a new ESL instructor to relieve Francisco from lead teacher duties so he can focus on coordination, professional development, assessment and reporting, etc.
 - iii. Hired a clerk in the evening so people can access resources in the evening.
 - iv. Working to get a Medical Assisting class started and are looking for a teacher.
 - v. Adding more testing times and places for HiSet.
- f. *South Monterey County Adult School*
 - i. The High School Diploma program is full and they are looking to shift funding around so that they can open more classes to meet the current demand.
 - ii. Currently going through WASC accreditation.
 - iii. Currently looking for a new clerk; running into an issue with the Union. Hard to find someone available in the afternoon and/or evening.
 - iv. Struggling to serve Greenfield due to lack of resources. Currently working with an organization in Greenfield to get community members to transition to South Monterey County Adult School programs.
- g. *Monterey County Business Council:*
 - i. Contract for WorkKeys and CareerReady 101 will be extended to March (was set to expire in January).

II. Formal Committee Proceedings Begun

- a. The formal portion of the meeting (official committee proceedings) was called to order at 3:00 p.m. Quorum was established with 6 out of 7 Members with at least one Designee present (missing a Designee from Gonzales USD).

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- b. Agenda: Emily Tsai Brownfield moved to approve the agenda; Eric Becerra seconded; no discussion; 6 out of 6 present Members voted in favor; motion carried.
- c. Prior meeting minutes:
 - i. Emily Tsai Brownfield moved to approve the minutes from the August 9, 2018 Steering Committee Meeting; Steve James seconded; no discussion or changes; 5 out of 6 present Designees voted in favor, 1 abstained; motion carried.
 - ii. Steve James moved to approve the minutes from the September 27 Steering Committee Meeting; Emily Tsai Brownfield seconded; no discussion or changes; 6 out of 7 present Designees voted in favor; motion carried.

III. Quarter 1 Report (see corresponding PowerPoint Presentation for details)

- a. Member Q1 Spending was reviewed
 - i. All but about 1% of 15-16 funds have been spent; will all be spent by end of Q2 (they expire in December)
 - ii. Of all budgets combined (15-16, 16-17, and 17-18), 14% have been spent total
 - iii. Reviewed spending by expenditure type – very pleased that such large portions go toward salaries/benefits for instructors and support staff
- b. Member Q1 Student Data was reviewed
 - i. Student Data still does not seem reliable due to several Members' difficulties transitioning over to TE and to inconsistencies in how data was reported to the Director in the Member Progress Reports
 - ii. Requested that a footnote be added to the PPT slide stating that the Q1 student data may not be accurate due to technical difficulties with CASAS TopsPro Enterprise

IV. Fiscal Updates

- a. December 15: Deadline for all Members to upload their budgets in NOVA
 - i. All Members should have received their login information for NOVA; contact Kristen for assistance in setting up accounts
 - ii. Consortium staff will hold a NOVA training for Members on 12/1/17 at Hartnell
- b. P1 Expenditure Reporting
 - i. The Consortium will use a new tool called SmartSheets to track and report expenditures on a quarterly basis (in addition to reporting in NOVA)
 - ii. Consortium staff will hold a SmartSheets training on 12/1/17 and 1/8/18
 - iii. No further information from the State yet on expenditure reporting in NOVA (how and when); likely to be end of January or beginning of February
- c. Spending Targets
 - i. The State has indicated that it is planning to increase member accountability; our Consortium has been working on that, as well.
 - ii. The Accountability Workgroup has developed quarterly spending targets for the Consortium; here is what they propose:
 - 1. Q1: 15%, Q2: 35%, Q3: 65%, Q4: 85%
 - 2. Not meeting these targets would not be an automatic reduction in funds; it would trigger a review process to assess why the funds have not been spent, clarify the plan for utilizing the funds, and recommend strategies for improving efficiency and efficacy.

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- iii. Just before this Steering Meeting, the State released its own spending targets for members and consortia:
 - 1. Q1: 15%, Q2: 35%, Q3: 45% and Q4: 65%
 - 2. These State targets are less aggressive than those proposed by the Accountability Workgroup
 - iv. Discussion: Jeff Lopez suggested that Q2 and Q3 should be more aggressive, and Q1 and Q4 should be less aggressive. Tatiana Roganova said she did not see the need to have more aggressive targets than the State. Others said that they want to hold ourselves to higher standards.
 - v. **Jeff Lopez motioned to approve the proposed spending targets (Q1: 15%, Q2: 35%, Q3:65%, Q4: 85%); Emily Tsai Brownfield seconded the motion; 5 voted in favor (MCOE, South Monterey County, North Monterey County, Hartnell, Soledad); 1 against (Salinas); motion carried.**
- d. Reporting by Program Area
- i. The State is no longer requiring that we report expenditures by program area (as we did the last two years); we are now required to only report by expenditure type.
 - ii. The Accountability Workgroup would like to request that Members continue to report by Program Area to allow for accountability as well as to inform future planning and leveraging of resources.
 - iii. **Ana Gonzalez moved to continue to require member expenditure reporting by program area (with an optional category for expenses that fall under multiple program areas); Emily Tsai Brownfield seconded the motion; a couple of Members questioned why we need to do this if the State does not require it, but other Members said that it will provide useful data, and it is not a change – we have always reported expenditures by program area and most Members have their accounting set up that way; 4 out 6 voted in favor (North Monterey County, Hartnell, Soledad, South Monterey County), 2 voted against (MCOE, Salinas); motion not carried.**
 - 1. **All agreed to table this final decision for the next meeting. By then everyone will have worked with SmartSheets and will see how the tool works for tracking and reporting expenditures by both object code and program area.**

V. Consortium Workgroup Updates and Recommendations

- a. Accountability Workgroup
 - i. Recommendations re: processes and tools for:
 - 1. Budget Monitoring
 - a. Already approved recommended spending targets
 - b. Already developed process and tool for Consortium expenditure reporting and budget monitoring: Members will input budgets and expenditures in SmartSheets (which roles up to a consortium-level view) every quarter
 - 2. Current Program Evaluation
 - a. Still developing processes and tools to evaluate Members' compliance and effectiveness

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- b. Peer Observation Rubric is almost complete – for program improvement and professional development purposes only (not punitive or part of funding decisions)
 - 3. New Program Proposal Evaluation
 - a. Proposals would be made for Incentive Funding (new) earmarked for completely new activities, preferably programming that fills gaps or serves high-priority areas. (So these funds are NOT for continuation or expansion of current services.) This is meant to encourage innovation and responsiveness. Emily Tsai Brownfield requested that we call this Innovation Funding instead of Incentive Funding.
 - b. Almost done with the New Program Proposal Evaluation Rubric; working to define what our priority program areas and what areas to focus on to best serve our community.
 - b. Data Workgroup
 - i. Community Needs Assessment Survey
 - 1. Survey is complete (has been tested). Now proctors are needed; they will be trained to proctor the survey in English or Spanish at community partner sites.
 - a. Proctor requirements: bi-lingual, familiar with the community
 - b. Proctor compensation = \$20/hour (although some are volunteering)
 - 2. Currently have a few survey sites in Salinas; looking for more sites in South County. Members and Partners are invited to make suggestions and connections/referrals.
 - 3. Goal is 2,000 surveys completed by April (with preliminary findings in March to start to inform planning)
 - 4. Because the D&A funds were extended through December 2018 we can extend this project and others (will need to extend Aidee's contract).
 - ii. Data Support
 - 1. Jennifer is continuing to help provide support to Members with data reporting, but a more long-term solution is needed. Many Members feel they at least need more support through the rest of this fiscal year – can Jennifer's contract be extended?
 - c. Planning Workgroup
 - i. Have met a couple of times to work on a funding formula (at least for base allocations for Members), with goal of having an approved formula and an approved allocation schedule by April.
 - d. ESL PLC progress
 - i. Have held two meetings so far this semester. Working on aligning standards and levels across districts.
 - ii. Participants in the ESL PLC may receive stipends for participating; speak to Kristen for more information.

VI. Announcements & Reminders

- a. Upcoming Events:
 - i. 12/1 – Consortium Fiscal Training (1-3pm)
 - ii. 12/4 – Consortium Winter PD Shareout (3-5pm)

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- iii. 1/8 – Consortium Fiscal Training (1-3pm)
- iv. Reschedule the Community Partner Event
- b. Reminders:
 - i. AEBG Summit – We are still waiting on pins for registration (1 per district). By 12/10 let Kristen know who will attend from your district, and any names for the waiting list.
- c. Deliverables:
 - i. 12/8 – Plan or Budget changes due to Director
 - ii. 12/15 – Member Budgets due to be uploaded in NOVA
 - iii. 1/15 – Q2 Invoices and Expenditure Reports
 - iv. 1/30 – P1 Student Data Reports

Meeting adjourned at 5:17 p.m.