

SVAEC Regular Steering Committee Meeting Minutes – **DRAFT**

Meeting Date: November 28, 2018

Meeting Location: South Monterey County Joint Union High School District Office

Attendees

<b>SVAEC Official Member Designees (board-approved, with voting power)</b>	<b>School/District</b>	<b>Present</b>	<b>Absent</b>
Candice McFarland <i>Director, College &amp; Career Readiness</i>	Gonzales Adult School (GUSD)	X	
Ana Gonzalez <i>Director, Adult Education</i>	Hartnell College	X	
Kathy Mendelsohn <i>Dean, Languages and Learning Support</i>	Hartnell College		X
Clint Cowden <i>Dean, CTE &amp; Workforce Development</i>	Hartnell College		X
Joe DeRuosi <i>Coordinator, College &amp; 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
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Emily Tsai Brownfield <i>Director, 21<sup>st</sup> Century Learning &amp; 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</i>	Salinas Adult School	X (virtually)	
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	
Paige Leebrick <i>Coordinator Alternative Education</i>	South Monterey County Adult School (SMCJUHS)	X	
Dr. Jonathan Sison <i>Director of Educational Services</i>	South Monterey County Adult School (SMCJUHS)	X	

<b>Other SVAEC &amp; Member District Representatives in Attendance</b>	<b>District/School</b>
Kristen Arps, <i>Director</i>	SVAEC
Alicia Gregory, <i>Program Assistant</i>	SVAEC
Greg Ludwa, <i>Teacher</i>	MCOE
Ana Mendoza, <i>Teacher</i>	Gonzales Adult School (GUSD)
Gloria Adame, <i>Teacher</i>	Gonzales Adult School (GUSD)

Community Partners/Guests in Attendance	Organization
Estela, <i>Trabajadora de la Comunidad</i>	Centro Binacional
Cathy Andrews, <i>Senior Librarian</i>	Salinas Public Libraries

Meeting was called to order at 2:39 p.m. by Kristen Arps, SVAEC Director.

**I. Member and partner program updates and announcements**

- a. Ana Gonzalez (Hartnell): Recently tabled at Taylor Farms and gathered information from employees interested in ESL. Will be assessing Taylor Farm employees and referring them to the Adult Schools if they are not ready for Hartnell. Spring noncredit ESL classes will begin January 14.
- b. Cathy Andrews (Salinas Public Libraries): Hosting a Job Readiness Event the weekend of 12/1/18 which will repeat on 12/13/18. Event will focus on building resumes. Will be held at the Steinbeck Library, admission is free, no registration required. Starting at the end of January they will be doing Tax Assistance where they help 4 people at a time and guide them through the preparation and filing of their taxes.
- c. Tatiana Roganova (Salinas Adult School): They are moving forward with the review and interviews of applicants for their Career Advisor position.
- d. Paige Leebrick (South Monterey County): Looking to start a Computer Readiness class next semester; currently have 8 students interested. Started a Facebook page and will be posting new flyers. Looking for ideas around boosting Facebook profiles. Gonzales has started a Facebook Page for Greenfield classes, will link this to the South Monterey County page.
- e. Joseph DeRuosi (MCOE): Recently attended a conference about Online Community College (OER) courses. Would like to explore online CTE courses.
- f. Margarita Palacios (North Monterey County): NMC recently attended a presentation about a non-profit organization which will evaluate international transcripts. Margarita will forward the information about it.
- g. Francisco Pinedo (Soledad): Recently had 8 students receive their High School Diploma, 5 students passed the HiSet, and 25 students who have made an important NRS gain. Soledad had 2 students who went up 2 levels, they are having a small award event in 2 weeks. The RDA program has started its second cohort.
- h. Mostafa Ghous (Hartnell): Offered to give support to Soledad and other Adult Schools in South County; they can come to their sites or they offer financial aid workshops on campus. Joseph DeRuosi (MCOE) suggested that we invite and target Adult School students to the Hartnell College Panther Prep day (Mostafa and Ana pointed out that this past spring there were adult student tracks at Panther Prep for the first time).
- i. Ana Mendoza (Gonzales): Greenfield classes have just ended for the semester. They have a shortage of teachers in Greenfield and have been advertising the position. Currently working with the Greenfield school district to see if they can find a space closer to the center of the city to host classes. The partnership that they have created with the Gonzales Food Bank has been a success; are working with them to increase food deliveries because they have more need than anticipated.
- j. Greg Ludwa (MCOE): Had a student recently pass the HiSet in the Monterey County Jail, due to his passing the HiSet he was released early from prison.

**II. Partner presentation**

Estela from the Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO) gave a presentation about their work in Greenfield. Through a grant which they received from First 5 they

have worked with families to provide services and resources for families with at least one child between the ages of 0 – 5. They serve more than 15 families per day. They mainly serve families who speak indigenous languages from Mexico, primarily Triqui. Centro Binacional is partnering with and hosting Gonzales Adult School at their Greenfield center to offer HiSET, computer, and citizenship classes.

### III. **Quorum, Agenda, Minutes**

When formal committee proceedings commenced quorum was not established; 3 out of 7 Members were represented. (Designees from Gonzales, Hartnell, Soledad, and Salinas were not present.) At 2:50 p.m., quorum was established with 7 out of 7 Member Designees present (Salinas attended the meeting virtually).

Agenda and Minutes were approved without changes.

### IV. **Discussion items**

#### **a. Proposals submitted for reallocation of \$100,000 from the Shared Consortium fund.**

- i. The Director provided the Steering Committee with an overview of the four proposals that had been submitted for consideration and the recommendations made by the Proposal Evaluation Committee.
- ii. The four proposals submitted were for:
  1. A Driving Program for Women proposed by Margarita Palacios from North Monterey County. Submitted as a collaborative project to be conducted throughout multiple districts. Amount requested was \$26,700.
  2. Expansion and Extension of Services in the Monterey County Jail proposed by MCOE. Amount requested was \$34,325.
  3. Restoration of Soledad Instructional Programming on Fridays proposed by Soledad Adult School. Amount requested was \$50,000.
  4. Expansion of Services in Greenfield proposed by Gonzales Adult School. Amount requested was \$31,500.
- iii. A committee of four people from partner agencies was created to conduct an evaluation of the proposals and make recommendations to the Steering Committee. The committee was comprised of a former Adult School and Hartnell College student and representatives from the Salinas Public Libraries, the Workforce Development Board, and the Santa Cruz Adult Education Consortium (GOAL). The committee met by phone on 11/19 and in person on 11/27. Their recommendations are as follows:
  1. Driving Program Pilot – allocate \$7,335
  2. Extension of Services in Jail – allocate \$20,000
  3. Restoration of Soledad Programming – allocate \$50,000
  4. Expansion of Services in Greenfield – \$22,665
- iv. Designees asked questions of districts who submitted proposals and discussed the recommendations. They were able to direct questions about the recommendations to Cathy Andrews who was present at this meeting and had been one of the four members of the Proposal Evaluation Committee.
- v. It was decided that a Special Steering Committee Meeting would be held to vote on the allocations. The Special Steering Meeting was tentatively scheduled for Wednesday, December 5, 2:00-3:00 P.M. at the Hartnell College Main Campus

(subject to change after the Director checks with all Member Districts to ensure there will be 100% attendance by Members).

**b. 3-Year planning process**

- i. SVAEC Director has made a request from the State to have a 3-year Planning Consultation and is awaiting a reply of who will be assisting us and when they will come out.
- ii. Members requested that during the 2/8 Planning Retreat we focus as a group during the first half on the 3-Year plan and then move into smaller groups.
- iii. Designees agree to review Adult Education planning tools and other materials and resources provided on the AEP website before the retreat.
- iv. We would like Designees at the retreat as well as teachers and staff; we will pay for the time of the teachers to be present at the retreat.

**V. Information items**

- a. Q1 Expenditure Reports
  - i. Reminder that Member Q1 expenditure reports are due by December 1 in NOVA; please use your Smartsheets entries to inform your reporting. The Director will certify the reports in NOVA by December 21.
- b. Upcoming Partner Presentations
  - i. January Steering Committee Meeting - Rancho Cielo presenting
  - ii. February Steering Committee Meeting - Turning Point presenting

Meeting was adjourned at 5:00 p.m.