

DRAFT MINUTES

Minutes for SVAEC Regular Steering Committee Meeting

April 24, 2019, 2:30 – 5:30 p.m.

Location: Monterey County Workforce Development Board

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
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District	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/Workforce Development</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	
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)		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</i>	Salinas Union High School District (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
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	

Other SVAEC & Member District Representatives	District/School	Present
Ana Mendoza, <i>ESL Instructor</i>	Gonzales Adult School	X
Jaimee DePompeo, <i>ESL Instructor</i>	Gonzales Adult School	X
Laura Zavala, <i>HEP Director</i>	Hartnell College	X

Jocelyn Rios, <i>Educational Liaison</i>	MCOE	X
Araceli Maupin, <i>Career Counselor</i>	Salinas Adult School	X
Kristen Arps, <i>Director</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

Community Members	Organization	Present
Tamar Asalryan, <i>Operations Officer</i>	FIELD	X
Angelica Cardenas, <i>Regional Manager</i>	FIELD	X

Note: The meeting agenda and supplemental materials can be found at <https://tinyurl.com/yd9qyhkZ>.

Meeting called to order at 2:33 p.m. by Kristen Arps, SVAEC Director

Member and Partner program updates and announcements were moved to the end of the meeting to ensure enough time for consortium business. Member Districts (Gonzales, Hartnell, MCOE, Salinas, and Soledad) and Community Partners (Farmworker Institute for Education and Leadership Development [FIELD]) provided program updates and announcements.

Quorum, Agenda, Minutes

When the formal committee proceedings commenced quorum was established with 5 out of 7 Member Districts formally represented (Designees were present from Gonzales, Hartnell, MCOE, Salinas, and Soledad). The Designee from North Monterey County arrived at 3:00 p.m. and the Designee from South Monterey County arrived at 3:15 p.m., resulting in 100% with a total of 7 out of 7 member districts represented.

No changes were made to the 3.27.19 meeting minutes or the 4.24.19 meeting agenda.

Public comments (3 minutes max per person)

Tatiana Roganova (Salinas Adult School) thanked Kristen Arps (SVAEC Director) for a successful planning meeting on April 12 and for inviting Bob Harper to join us, as his insights and presence were useful and appreciated.

Action Items

Meeting Schedule

Members approved the 19-20 Steering Committee meeting schedule. **Vote:** Emily Tsai-Brownfield (North Monterey County) motioned to approve; Yvette Irving (Gonzales) seconded the motion; no discussion; 6 out of 6 Designees present voted in favor; motion carried.

Allocation Schedule

Members approved the first part of the Consortium Fiscal Administration Declaration (CFAD): the 19-20 allocation schedule. **Vote:** Ana Gonzalez (Hartnell) motioned to approve the 19-20 allocation schedule as proposed with Member allocations remaining the same as FY18-19 and with the additional COLA held in the Consortium Shared Funds for future discussion after Consortium planning is completed; Chris Devers (MCOE) seconded the motion; discussion - Jeff Lopez (Soledad) requested that a deadline be set for deciding how to use the additional COLA funds; Ana Gonzalez modified the motion to include a date of October 31st as the date by which a decision regarding use of COLA funds must be made; Emily Tsai-

Brownfield (North Monterey County) seconded the motion; no further discussion; 7 out of 7 Designees voted in favor; motion carried.

Distribution model

Members approved the second part of the CFAD: the fund distribution model, voting to continue with the fiscal agent model and pass-through process. **Vote:** Emily Tsai-Brownfield (North Monterey County) motioned to approve the continuation of using a fiscal agent model and pass-through process; Chris Devers (MCOE) seconded the motion; no discussion; 7 out of 7 Designees voted in favor; motion carried.

Information Items

19-20 Member Annual Plan templates

The Member Annual Plan template was shown and explained to the Steering Committee. An individualized template (in Google Sheets) will be sent to each Member District with instructions for completing it. Plan drafts are due from Members by May 13 and will be reviewed by the Steering Committee at the May 22 Regular Steering Committee meeting.

Ad Hoc Committee Report

Chris Devers (MCOE) presented the Ad Hoc Committee's report to the Steering Committee to provide an update on the status of its work and gather feedback on its work so far. See separate *Ad Hoc Committee Report for 4.24.19* document for more information.

3-Year Planning Report

Kristen Arps (SVAEC Director) presented the five draft goals for the SVAEC 3-year plan developed at the April 12 planning meeting. Members gave feedback on the goals presented and agreed to have a special Steering Committee meeting before the June 7 deadline in order to finalize and approve the 3-year plan. Only one more planning meeting is scheduled (May 17). See separate *3-Year Planning Report for 4.24.19* document for more information.

Director's Report

Everyone was encouraged to review the supplemental meeting materials, which include the Director's Report. This Report contains updates from the State, Member deadline reminders, a report of consortium activities and deliverables in progress and completed, and other important information. One item mentioned is that up to \$2,500 per Member District may be made available for districts that need financial assistance for professional development in the remainder of the 18-19 fiscal year.

Professional Development Opportunities

The group was informed of upcoming professional development and outreach opportunities, including an adult learner job fair hosted on May 7 by the Salinas Adult School. Members were encouraged to attend the job fair and invite their students and community members to attend.

Meeting was adjourned at 5:02 p.m.

Minutes prepared by Alicia Gregory and Kristen Arps.