

Salinas Valley Adult Education Consortium

Salinas Valley Adult Education Consortium
 Minutes for Regular Steering Committee Meeting -
 September 26, 2018 | 2:30 – 5:30 p.m.
 Location: Hartnell East Alisal Campus

DRAFT MINUTES

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 (virtual)	
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
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 (virtual)	
Dr. Jonathan Sison <i>Director of Educational Services</i>	South Monterey County Adult School (SMCJUHS)		X

Other SVAEC & Member District Representatives	District/School	Present
Stephen Carrillo, <i>Program Assistant</i>	Hartnell College	X
Laura Zavala, <i>Director of HEP</i>	Hartnell College	X
Greg Ludwa, <i>Instructor, Jail Program</i>	MCOE	X
Sue Landesman, <i>Program Specialist</i>	Salinas Adult School	X
Kristen Arps, <i>Director</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

I. Member and Partner announcements

- a. Ana Gonzalez, Hartnell College – Introduced Stephen Carrillo, new Program Assistant for the Hartnell Continuing Education Program. Hired Ariana Rodriguez as the new Pathways Coordinator for Adult Education; she will attend one of our next meetings. Ana has started speaking with the Monterey County Jail about setting up ESL classes.
- b. Francisco Pinedo, Soledad Adult School – Announced that they celebrated their first RDA Graduation this Saturday in Soledad. Currently Soledad programming is in need of additional financial support, as they have had to cut their programming from 5 days a week to 4 days a week. Explained that their financial need is due to rising costs in teacher salaries and benefits as well as a reduction in their WIOA funding. Requested support in ways to leverage resources to prevent cutting further classes.
- c. Laura Zavala, Hartnell College – Introduced herself as the new HEP Director, replacing Eric Becerra. HEP has a primary focus on assisting farm worker students in obtaining their GED and assisting them in enrolling into Hartnell College. Beginning in November they will host a second Bridge Program which will prepare students to participate in their Spring 2019 HEP cohort. They will refer students who are not ready for the HEP program to the adult schools closest to where they live.
- d. Sue Landesman, Salinas Adult School – Announced that they have oriented 6 new Project Search Students, a program which they run in partnership with the hospital and Project Hope services for students with disabilities.
- e. Joe De Ruosi, MCOE – Announced that they had their first Adult HSD/HSE graduation on Tuesday 9/25. They had 22 graduates in total ranging in age from 19 to 63. Greg Ludwa, MCOE Instructor, added that there is an increased need for instruction in Spanish and for ESL inside of the jail.
- f. Margarita Palacios, North Monterey County – Announced that they hired a new teacher for their basic skills class.

II. Quorum, Agenda, Minutes

- a. When formal committee proceeding commenced quorum was established with 5 out of 7 districts represented by Designees (Gonzales and Salinas had no designees)
 - i. By 3:30 p.m. Designees from Gonzales and Salinas had arrived (Gonzales virtually and Salinas in person).
- b. Agenda and Minutes from the 9/12/18 Special Steering Committee meeting were approved. Vote: Joe DeRuosi motioned to approve the agenda for the 9/26/18 Regular Steering Committee meeting and the minutes from the 9/12/18 Special Steering Committee meeting; Paige Leebrick seconded the motion; no discussion; 5 out of 5 designees present voted in favor; motion approved.

I. Action items

a. Proxies

- i. Members discussed the use of proxies for voting on behalf of Designees when they cannot be present. These proxies would vote according to directions from the board-approved Designees. General discussion led to consensus that the use of

proxies was not preferred and instead decided to implement a new rule regarding advanced notice of Designee absence for meetings.

- ii. Vote: Emily Tsai Brownfield motioned that Designees will notify the Director 5 at least 5 days prior to a Consortium meeting that a Designee will not participate in the upcoming meeting (signifying that their District would be unable to participate in any voting to take place); Joe DeRuosi seconded the motion; no further discussion; 7 out of 7 designees voted in favor; motion approved.

b. Reallocation of \$100,000 from Shared Consortium Fund

- i. Members discussed how to utilize the \$100,000 Shared Consortium Funds available for reallocation (also discussed at a previous meeting). It could be used for collaborative activities and/or for distribution to Members.
- ii. The group discussed the idea of using the funds to purchase CommunityPro, but decided against it. They also discussed the previously mentioned idea of providing ongoing data support for Members, but it seems there is not enough need to justify a full or even part time position for that purpose. There was still interest in using at least some of the funds for local professional development. Some new ideas posed were doing something innovative to address the childcare or transportation barriers that students face, or some other use that would directly impact students. Another idea posed was to distribute the funds to all Members.
- iii. Motion: Jeff Lopez motioned to split the \$100,000 evenly amongst the 7 member districts (would be \$14,284 each); Joe DeRuosi seconded the motion; Discussion
 1. Discussion: Francisco Pinedo asked if this meant that there would be no additional money for districts to apply for; Kristen Arps confirmed that there would be no additional funds available if they were all distributed to the Members. Ana Gonzalez and Jeff Lopez proposed that we revisit the competitive proposal process and have districts submit proposals for portions of the \$100,000
 2. Vote: 4 out of 7 designees present voted in favor, 3 out of 7 designees voted against; motion did not carry (all decisions regarding allocations must be approved by all Members).
- iv. The decision on the \$100K was tabled for further discussion at the next Regular Steering Committee meeting on October 24, when the group will also discuss the proposal process. The Director will send out the proposal templates previously created by the Accountability Workgroup so Member can review and prepare to discuss at the next meeting.

III. Discussion Items

- a. Outreach & Transition Support Specialist roles and responsibilities were briefly discussed. Members agreed that the main role of this position should be support in connecting students with adult school and college staff and that they should not be responsible for administering assessments.
 - i. Kristen Arps will send out the position description examples she has from other consortia for review and discussion at our next meeting.
- b. The oversight discussion item was tabled for the next meeting.

IV. Information items

- a. Reminders were given on due dates for fiscal reporting and student data submission.
 - i. Member 17-18 Q4/EOY expenditure reports due in NOVA by October 1
 - ii. Member Q1 Expenditure reports due in SmartSheets by October 15
 - iii. Member 18-19 Workplans due in NOVA by October 30
 - iv. Member Q1 Student Data due in TE and MIS by October 31

Meeting was adjourned at 5:05 p.m.

Minutes prepared by Alicia Gregory and Kristen Arps