



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
September 16, 2020, 2:30-5:00 p.m.
Location: Virtual meeting via ZOOM

Meeting documents can be found in these 2 locations:
 Shared Google Drive folder – <https://tinyurl.com/yd9gyhk>
 SVAEC website – <https://svaec.org/steering-committee/>

Attendees:

SVAEC Member Designees	District/School	Present	Absent
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Candice Camacho <i>Director, College & Career Readiness</i>	Gonzales Unified School District (GUSD)	X	
Clint Cowden <i>Dean, Career Technical Education/Workforce Development</i>	Hartnell College		X
Mostafa Ghous <i>Dean, South County Education Services</i>	Hartnell College	X	
Ana Gonzalez <i>Director, Adult & Continuing Education</i>	Hartnell College	X	
Chris Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Joe DeRuosi <i>Coordinator, College & Career Readiness Programs, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		X
Aida Ramirez <i>Director, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Ana Aguillon <i>Chief Business Official</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, Salinas Adult School</i>	Salinas Union High School District (SUHSD)	X	
Jeff Lopez <i>Principal, Soledad Adult School & Pinnacles Continuing High School</i>	Soledad Unified School District (SUSD)	X	
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Unified School District (SUSD)	X	
Gene Miller <i>Director, Educational Services</i>	South Monterey County Joint Union High School District (SMCJUHS)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHS)	X	



Others in Attendance:

Other Member District Representatives	District/School
Gloria Adame, <i>Adult Ed Instructor</i>	Gonzales Adult School
Aidee Farias, <i>Data and Marketing Specialist</i>	Hartnell College
Alma Loreda, <i>Salinas Valley Health Professions Pathway Partnership Parent Organizer</i>	Hartnell College
Laura Zavala, <i>HEP Director</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Maribel Hernandez, <i>Peer Professional III</i>	Monterey County Office of Education
Dawn Tovey, <i>Director/Controller, Internal Business Services Finance and Business Services</i>	Monterey County Office of Education
Jocelyn Rios, <i>Educational Liason</i>	Monterey County Office of Education
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Ana Mendoza, <i>ESL Specialist</i>	Salinas Adult School

Guests/Other Attendees	Affiliation
Cathy Andrews, <i>Senior Librarian</i>	Salinas Public Library

Call to Order, Roll Call, Agenda & Minutes, Introductions

The meeting was called to order at 2:35 p.m. by Mostafa Ghous, Dean of South County at Hartnell College

Roll call was held and it was confirmed that 5 board-approved Designees from the seven Member Districts were present, making 71% quorum. All attendees were asked to sign in to the meeting by typing their name and agency in the Zoom meeting chat box or, if calling in by phone, to speak their name and agency. Guests were also asked to introduce themselves by speaking via their phone or computer audio, if possible.

Approval of Agenda

VOTE: Jeffrey Lopez (SUSD) motioned to approve the agenda; Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion; 6 of 7 Member Districts present voted in favor; motion carried.

Approval of Minutes

VOTE: Joseph DeRuosi (MCOE) motioned to approve the minutes from 8.5.20 meeting; Ana Gonzales (Hartnell) seconded the motion; there were no questions, comments, or discussion; 6 of 7 Member Districts present voted in favor; motion carried.

The link to the materials for this meeting, saved in an open and public folder on Google Drive, was placed in the chat box; it had also been in the flyer and meeting notification email.

Public Comments

Dean Mostafa opened up the meeting for member and partner program updates and announcements, which could be made by speaking or typing in the chat box. Everyone was unmuted during this time to ensure anyone could speak if they desired.

MCOE: Informed all that Maribel Hernandez was officially hired as Peer Professional III to support in the Monterey County Jail.



Christian Regalado: Informed everybody that the Hartnell President is signing an MOU with FIELD.

Mostafa Ghous: clarified that MOU is presented to sign off solely based on the beginning noncredit level classes.

Member & Partner Updates and Announcements

Monterey County Office of Education: They will continue distance learning through ATLO. They are waiting to start distance digital service in the county jail beginning of next week.

Hartnell: Reported they are in their 4th week of the semester. They offered Chromebooks and hotspots to their noncredit ESL students. They offered technical support at the beginning of the semester. They are working on offering an intro computer class to transition students to technology.

North Monterey County: They are enrolling students. They are facing the obstacle of having to deal with K-12 technology delivery because computers are offered to K-12 students first and then adult students. They had 35 chrome books available and offered them to their adult students. They are offering all classes through distance learning. Next week their District will decide on the possibility of hybrid classes.

Salinas Adult School: They had testing in their parking lot. Currently, they do not offer paper and pencil testing. They provided students testing with Chromebooks and internet access. They had students who tested and enrolled in ESL classes but students did not show up to classes either because their language barrier or because they do not have enough computer skills. Bilingual clerks contacted students and have walked them through the different teaching platforms.

Gonzales Adult School: They are enrolling students via online through a Google form. They contact students and schedule a pretest. They are having parking lot testing and they have table set outside on specific days. They are scheduling no more than 5 students at a time. They enrolled 50 to 60 students in the past three weeks. They currently have three cohorts. First cohort starts on September 23, second will start in October through November, and the third one from November to December. They are planning on doing the same thing next school year. They will start a computer lending program through Loaves, Fishes and Computers. They will be pre testing students in Greenfield next week in the parking lot of the church. They have an onboarding process in place and are using Maria De Leon's "how to videos" as well as their own videos to onboard students.

Soledad: They are in their second week of instruction. They are using Canvas in their ESL and HiSET classes. They are providing tech support to their students. They have about 155 enrolled in programs. The majority of those students are enrolled in ESL and high school equivalency and high school diploma classes. They are planning to have the dental class launched completely online as well as planning on having HiSET testing very soon.

South Monterey County: They had one student who completed his high school diploma in September. They have been doing enrollment. They started their classes on Thursday and their citizenship and high school diploma classes will start next week. Their ESL class will start September 28 because they are waiting for hotspots. They are ordering more computers for their students. They collaborated with Sun Street to offer parenting classes through adult education courses.

Salinas Public Library: They are working with the Monterey County Elections Office. They will have two different programs, one will be offered in both English and in Spanish. The first one will be offered on September 2 which is National Voter Registration Day. The second one will be on October 14 and 15. They received grant fund to fund hotspots which will be available to people who have a card with the library. They have a Chromebooks for loan to people. They are offering the adult literacy program online and loaned about 22 chrome books to students who are in computer classes, citizenship classes or are participating in the family reading circles. The Gavilan branch is open through curbside services only. They are anticipating on opening the Cesar Chavez Library soon and will have Saturday hours. They have digital library cards through which people have complete access for six months. Tutoring



services are available to the whole community. Everybody were encouraged to share this information and the flyer with their students. Flyer available in the Google Shared folder.

High School Equivalency Program: They are into their first month of instruction. They are constantly communicating with their students to provide with technology support, laptops, and hotspots. They started recruitment for the Spring 2021 and planning on doing more recruitment through social media. Adult schools were invited to have their students attend their own courses but have them covered through HEP. They had about 7 to 8 students take their HiSET testing in June. They are trying to have Hartnell College grant them permission to go back in person. They already received permission from Vice President, Dr. Jalomo but waiting for the Hartnell Campus Security Office. HEP partnered with Gonzales Adult School to do HiSET testing not only for Gonzales Adult School's students but also students from Greenfield. They reported that they received word by a representative from Sacramento that beginning in October, the HiSET chat box can translate in Spanish for Spanish speakers. They reported that this is their final year for their current grant cycle. The application process opens in November. They will apply in January and probably hear back in June of 2021. They asked everybody for letters of support.

Action Items

Member 20-21 Budgets: Final review, discussion, and vote to approve

- All present had the opportunity to review their Member 20-21 Budgets in detail, made questions and comments, discussed and agreed on a minor change to the Salinas Adult School budget.
- Members voted with the understanding that there will be a minor programing change to the Salinas Adult School 20-21 budget.

VOTE: Joseph DeRuosi (MCOE) moved to approve it. Candice Camacho (GAS) seconded. There were no questions, comments, or discussion; 7 of 7 Member Districts present voted in favor; motion carried unanimously.

Shared Fund 20-21 Budget: Final review, discussion, and vote to approve

- All present had the opportunity to review the Shared Fund 20-21 Budget in detail, made questions and comments.

VOTE: Tatiana Roganova (SUHSD) moved to approve it. Joseph DeRuosi (MCOE) seconded. There were no questions, comments, or discussion; 7 of 7 Member Districts present voted in favor; motion carried.

Discussion Items

Consortium Director Position Vacancy

Mostafa Ghous informed everyone that he is making sure everything is its place for the new person to come on board, including budget and hiring process. Position will be posted soon. Tatiana Roganova, Joseph DeRuosi, Ana Gonzalez, and Candice Camacho showed interest to serve in the interview committee. This will take commitment and time to review applications. They were asked the group to stay together for the whole interview process and keep the same committee for the entire interview process. Mostafa will keep them informed on the process and dates.

Special Project: Parent Support and other Health & Wellness Activities

Margarita Palacios from North Monterey County and Christian Regalado from the Consortium informed all of the upcoming Social Emotional Learning workshop with Tim Amaral as the presenter. This workshop will be open for parents in the consortium and will be offered on October 23 at 7 p.m. Christian will email flyer. The Consortium office is working with James Smith on a special project to have workshop related to wellness activities for students in the consortium. 19-20 Carry over funds have been allocated to support these parent support and other health and wellness activities for our students.



Professional Learning Community

The Consortium office will coordinate dates, times and will provide information via an email. The possibility of having two meetings a month and then branch off if they have more staff participating in these meetings was brought up. Margarita Palacios asked to look at the data we have available to have a vision of our student's needs. 19-20 Carry over funds have been allocated to support the Professional Learning Communities.

Professional Development

Greg Ludwa reminded everyone about the upcoming CAEP Summit in October 26 to 29. The Consortium will look at the funds to see if there are enough funds to pay for substitutes teachers so that teachers, if needed, so that teachers can participate. 19-20 Carry over funds have been allocated to support Professional Development activities dedicated to staff, teachers, and administrators.

Information Items

Monthly Student Outreach & Support Report

Christian Regalado reported about the effort that he and Maria De Leon have been doing to support the Consortium and adult learners. Students have received assistance with transition, registration, outreaching, technical support, and "how to Spanish videos" that Maria De Leon created to help adult students in the Consortium. The Monthly Student Outreach & Support Report is available in the Shared Google folder.

FY2019-2020 End-Of-Year Student Data Report

Francisco went over the end-of-year student data report. He covered instructional hours as well as outcomes. He is covering more student data related in the upcoming TE Users meeting. He mentioned that they will start reviewing and reporting outcomes in early mid-year. He clarified that Service hours are not counted as instructional hours. More than 12 hours is considered instructional hours. Some agencies required to look at their students' data individually. Francisco and Maria will support with that.

FY2019-2020 End-Of-Year Spending Report

Report available in the Google Shared folder.

Final questions, comments, and reminders; adjourn

Reminder

CAEP Summit in October 26 to 29, 2020.

Social Emotional Learning in October 23 at 7 p.m.

Next Regular Steering Committee Meeting: October 21, 2020 at 2:30 p.m. (Virtual)

The meeting was adjourned at 4:56 p.m.

Minutes prepared by Maria De Leon and Ana Gonzalez