



**Salinas Valley Adult Education Consortium (SVAEC)**  
**Regular Steering Committee Meeting Minutes**  
**March 17, 2021, 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:**

<b>SVAEC Member Designees</b>	<b>District/School</b>	<b>Present</b>	<b>Absent</b>
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Candice Camacho <i>Director, College &amp; 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 González <i>Director, Adult &amp; 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 &amp; 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 (Emily Tsai Brownfield, Substitute) <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 &amp; 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:**

<b>Other Member District Representatives</b>	<b>District/School</b>
Laura Zavala, <i>HEP Director</i>	Hartnell College
Fanny Salgado, <i>College Pathways Coordinator</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liaison</i>	MCOE Adult Education
Dawn Tovey, <i>Director/Controller</i>	MCOE Adult Education
Ivan Pagan, <i>SVAEC Director</i>	SVAEC
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Ana Mendoza, <i>ESL Program Specialist</i>	Salinas Adult School
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School
Gloria Adame, <i>Teacher</i>	Gonzales Adult School

<b>Guests/Other Attendees</b>	<b>Affiliation</b>
Raul Rodriguez, <i>Superintendent/President</i>	Hartnell College
Laurencia Walker, <i>Director of College Readiness</i>	Hartnell College
Cathy Andrews, <i>Senior Librarian</i>	Salinas Public Library

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

Ivan Pagan, Director of the Salinas Valley Adult Education Consortium, acknowledged Maria De Leon’s efforts and organizational skills and thanked her for providing technical support for the SVAEC Steering Committee meetings. Ivan called the meeting to order at 2:42 p.m.

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: Paige Leebrick (SMCJUHSD) motioned to approve the agenda; Francisco Pinedo (SUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried. Ivan informed everyone that he would be moving up some of the discussion items in the agenda to precisely be ready at 3:40 for the speaker presentations.

**Approval of Minutes**

VOTE: Ana Gonzalez (Hartnell) motioned to approve the minutes from the 2.17.21 meeting; Paige Leebrick (SMCJUHSD) seconded the motion; there were no questions, comments, or discussion; the 6 members 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; the link had also been in the flyer and meeting notification email.



## **Public Comments**

Ivan Pagan 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.

## **Member & Partner Updates and Announcements**

North Monterey County: Two activities are currently taking place. One of them is their connection to provide students with computer classes. They are offering sessions in Microsoft Excel. Students attending the three sessions will receive three certificates of completion. They are partnering with K-12 program and are offering counseling service hours. They are offering Family nights and workshops as well as offering a 12-part series of information about COVID-19, self-care, and teaching the adult/children on how to self-regulate.

Hartnell: Ana reported that Fanny Salgado will be offering some transition workshops in April and May. Flyer will be available to everyone soon. Ana invited everyone to share this information with the students who are ready to transition to Hartnell College. Summer and Fall enrollment will open April 22<sup>nd</sup>. Ana will forward the flyer to everyone. Classes will continue to be virtual. Ana acknowledged Fanny Salgado, Christian Regalado, Dina Uribe and Maria De Leon for continuing to have the enrollment high.

Hartnell HEP continues classes online. They have a total of nineteen graduates in this academic year. Laura acknowledged their partnership with Gonzales Adult School and Soledad Adult School. HEP has seat available for this academic semester for south county students. HEP pays for all testing and offers academic services to students for transitioning as well as paying for their graduated students' cap. They are having an orientation tonight and are planning to offer a financial literacy workshop. Laura will forward the flyer. HEP graduates will have a photoshoot session soon.

Salinas Adult School: Next week they will start offering a program for food handlers. The school will provide those students with a pathway program so they could easily find a job. Classes are going on with good enrollment. They are offering pre and post testing in the parking lot. Soon students will be allowed in the classroom and the school will be able to provide them with more support. They surveyed over 100 students. Those students responded that they like their online classes. They will be planning on offering a blended distance learning program.

Monterey County Office of Education: MCOE and the union reached an agreement to return to in-person education. Mr. Ludwa continues providing three classes four days a week. They opened an additional college and career writing and communication class. They have three WIOA II employment positions open. Charter home school and juvenile incarcerated students will be returning in small cohorts on April 19<sup>th</sup>. ESL instruction is offered in the afternoon Tuesday to Friday from 8:00 a.m. to 1:00 p.m. The jail program has expanded significantly. Alternative education returns in August. Special education is offered in nine school districts and will return on April 12<sup>th</sup>. They continue offering distance learning classes. Today, MCOE started CASAS testing in the jail for all students.

Gonzales: Started HiSET testing today twice a month in the morning, and they will start offering testing services in the evening in two weeks. They also offer testing in partnership with Hartnell HEP twice a week. Gonzales added two new teachers in the adult program. They are adding more cohorts for their current basic digital classes. Students attend eight sessions and they receive a Chromebook. Gonzales has completed four cohorts; they have three more left and are adding two more/ one in the summer and a second one in May. They are recruiting students. Gonzales added a clerk who is assisting with student



inquires. They continue with pre and post CASAS testing. They are allowed to bring 10 students inside the classroom. Gonzales will add some workshops for their HiSET graduates. Workshops will focus on application, job searches, and résumé writing. Christian Regalado will be at the Gonzales Adult School site twice a week.

Soledad: Two weeks ago Araceli Fausto was awarded with the CCAE teacher excellence award. Roxanna Argueta was acknowledged with the CCAE support services award. They had 80% remote testing success rate. HiSET and ESL program enrollment continues to increase. Two students passed their HiSET and high school diploma tests. Francisco acknowledged the anniversary of the passing away of Mr. Green, a teacher of Soledad Adult School.

South Monterey County: Moving to in-person instruction. HiSET enrollment is increasing and report that ESL enrollment will increase once they are in person. They are working on programing and developing computer classes. South Monterey County has three groups training for HiSET. They purchased hHSET licensing to include the lower level and bridges courses with Aztec. They now have included courses from first grade to HiSET prep. South Monterey County reported three graduated US citizen students this year.

### **Action Items**

#### **SVAEC 21-22 Preliminary Member Allocation Schedule**

Ivan Pagan, SVAEC Director, explained how the document was organized. The schedule was divided into member funds and shared fund to see what goes where. Data from last three years was also included in the document. For the two previous years the percentage did not change. 90.93% went to SVAEC members and 9.07% went to the shared fund. Those percentages have not changed from the previous years. The only change this year is that 10% was assigned to the shared and admin fund and 90% to members. Salary and benefits increases caused a shortfall this fiscal year. Ana Gonzales' generosity this year helped us to cover Maria and Christian's salary and benefits. Raising the shared and admin funds to 5% each for a total of 10% will help the Consortium remain solvent for next year. Ivan advocated to fund Maria and Christian's positions at 100%. Item was opened for comments and discussion. Dawn Tovey from MCOE requested that numbers be rounded before sharing them with everyone. This document is before the May revise. Tatiana Roganova requested information about previous years' carryovers. Ivan mentioned that funds in the shared and admin funds are for the benefit of the entire consortium. Ana mentioned that in the previous year, it was decided as a Consortium to invest the rollover amount in an outreach position to support the Consortium. Ana Gonzales (Hartnell) motioned to approve the SVAEC 21-22 Preliminary Member Allocation Schedule; Francisco Pinedo (SUSD) seconded the motion; the 6 members present voted in favor; motion carried. Document available in the Shared Google Folder. Document with their 21-22 member allocation figure will be shared with members as well as the documents with the previous years' carryover. Ivan asked everyone to keep in mind the information that Ana shared with everyone.

#### **Reimbursement for Teachers who participate in MCWDB/SVAEC meeting at the end of March from PLC budget**

On February 26<sup>th</sup> the MCWDB and SVAEC met to discuss member and teachers' questions and concerns. Many questions were answer. As a consortium we decided to compensate teachers for their time if they were not scheduled to work at the time of the meeting. March 26<sup>th</sup> meeting was schedule to finalize the conversation. If item is approved, funds from PLC will be used to compensate teachers attending the March 26<sup>th</sup> meeting at the teachers' district rate if they are not already scheduled to work at the time of the meeting. Item was opened for comments and discussion. Paige Leebrick (SMCJUHSD) motioned to approve; Tatiana Roganova (SUHSD) seconded the motion. The 6 members present voted in favor; motion carried. Document available in the Shared Google Folder.



### **CASAS event for 2 people per agency at \$175/person**

In the last month's meeting, it was agreed to reimburse employees who want to attend the CASAS Summer institute from the PLC funds. Ivan Pagan proposed to pay for 2 people per agency at \$175 per person. Item was opened for comments and discussion. Ana Gonzales (Hartnell) motioned to approve the motion; Margarita Palacios (NMCUSD) seconded the motion. The 6 members present voted in favor; motion carried.

### **Student Data Templates for Quarterly Reports for Steering Committee**

Student Data Templates were shared with members previous to the meeting. Ivan Pagan acknowledged Maria De Leon and Francisco Pinedo for the development of those templates. The purpose of those templates is that once a quarter Maria and Francisco will present student data to everyone in the steering committee meetings and TE data meetings. Data will be used to improve the consortium's performance. Item was opened for comments and discussion. Students' data will be collected from CAEP DIRs. Data will not be projected individually by site but as a whole. Tatiana (SUHSD) motioned to approve the motion; Page Leebrick (SMCJUHSD) seconded the motion. The 6 members present voted in favor; motion carried. Document available in the Shared Google Folder.

### **Approval of scripts for TV and radio ads**

Scripts were presented, read, and opened for discussion. Those would be simple radio and TV ads. After discussion, item would be put to vote and move on the production. Item was opened for comments and discussion. Everyone had the opportunity to provide their input. Scripts were not finalized during the meeting. Ivan will email document to everyone for additional input. Agenda item remained pending. Document available in the Shared Google Folder. A formal vote to approve the radio and TV ad script was sent to all SVAEC members via email. Members were asked to "reply all," and write "yes" to approve the script or "no" to disapprove it. They were informed that in order to move forward, they needed a unanimous vote. This motion was unanimously carried by the SVAEC Steering Committee members.

### **Discussion Items**

#### **Presentation of SB554**

Laurencia Walker and Ana Gonzales gave a presentation on SB554. Item was opened for comments and discussion. Conversation will probably continue in future steering committee meetings. Document available in the Shared Google Folder.

#### **Q&A with President Raul Rodriguez**

Ivan welcomed and thanked Hartnell College President, Raul Rodriguez. Previous to the meeting members forwarded questions to Ivan. Questions related to Hartnell FIELD ISA were presented to Dr. Rodriguez during the meeting. Dr. Rodriguez answered the member questions. FIELD will be using Hartnell's curriculum. They are allowed to offer only the first two levels of ESL and possibly a third class in the same sequence. FIELD will be serving field workers. FIELD teachers' teaching credentials will follow the Hartnell's minimum qualifications. They are only offering basic ESL courses. Dr. Rodriguez mentioned that he does not see a duplication of services. He mentioned that this is a one-year pilot. If things go well, there is a possibility of renewing the agreement. This fall, Hartnell College will probably go back 25% face to face. FIELD could offer face-to-face or virtual classes. If they decide to offer face-to-face classes, they will be required to follow CAL OSHA guidelines which Hartnell College also follows. Item was opened for comments and discussion. There are testimonials from students who expressed that they attended field classes but that FIELD was unable to meet quality and length of courses, consequently students were unable to reach



their goals. FIELD is targeting the same population as the Consortium's adult schools. Dr. Rodriguez mentioned that FIELD should be given the chance to prove themselves; but, if they do not meet the target, agreement will not be renewed. Migrant programs target that same population and provide ESL classes to those students FIELD is targeting. Region 16 of the migrant program is serving that same population. SVAEC asked Dr. Rodriguez to pay attention to their input and students' comments. Q&A document available in the Shared Google Folder.

### **Monterey County Workforce Development Board Agreement**

Meeting was held at the end of February. Teachers and staff had the opportunity to ask questions. There will be a follow up meeting scheduled for 3/26/21 at 3:00 p.m. A notice will be sent to everyone. Teachers are encouraged to attend. Q&A document was sent out to Directors and Teachers. MCWFDB is not agreeing to pay \$100 per hour to teachers. Teachers will be reimbursed at their district rate. Remainder will be used for materials and costs associated with the workshop. The Consortium is getting paid \$100 per hour. Any income generated must be spent in same fiscal year. In the future more conversations will take place about the generated income to decide what to do with those funds. Amendment will be approved by MCWDB in March. Amendment will be approved by Hartnell Governing Board in May. Ivan Pagan recommended to not offer any workshops until everything is finalized, signed, and approved. These are not SVAEC workshops. MCWFDB is hiring us to provide instruction. Q&A document available in the Shared Google Folder.

### **Status of district reopening plans and whether adult ed is being considered in the plans**

Ivan mentioned that Hartnell College administrators are coming back to campus not later than August first. NMC does not have permission to bring adults but limited to bringing small cohorts. Their District is dealing with K-12 students first. Margarita Palacios is getting clarification from their district on having adult ed teachers coming back. Hartnell College was offering services by appointment to students. Because they needed to submit a schedule to Hartnell Campus Security prior coming/visiting the campus, Ana Gonzalez's office decided to continue summer and fall semesters online. Spring will probably involve more transitions to come back. This only applies to Hartnell ESL noncredit classes. Hartnell College as a whole will use a tiered approach. Tatiana Roganova teachers and students continue online. Some teachers are working from campus. Staff are mandated to be on campus three days a week and two at home. They are moving to four days on campus and one day from home. The school is in negotiations with the district and the unions about bringing small cohorts on campus in April. Salinas Adult School was looking for volunteer teachers willing to come on campus. One teacher responded. Staff want to continue with online education. Francisco Pinedo mentioned that there is no guidance from the State. He suggested to have conversation with MCOE on reopening plans. Since they are a small school, they do not have that representation from the union and are stuck in the middle. He is asking for guidance from MCOE to see what the county is suggesting for small schools on reopening. In the fall, they are planning on offering some hybrid courses. Joe DeRuosi will connect Francisco Pinedo with county personnel. MCOE reported that everyone is coming back and have access to vaccinations. Item will be revisited in the next steering committee meeting.

### **The following agenda items were tabled for next meeting:**

- Discussion of the movement to digital agriculture and the effect on the job market for farmworkers
- Discussion of changes in job market due to COVID
- Shortage of instructors (how can we help each other)
- Update bylaws in Summer
- Budgetary Support (similar to TE Data Users meetings)
  - Newsletters



- Meetings
- Consultations

### **Information Items**

#### **Q3 invoices for approved expenditures**

Due on 4/15/20

#### **Social Emotional Learning workshop for Faculty and Staff**

Will be held on March 19<sup>th</sup>

Registration deadline March 18<sup>th</sup> at 10:00 p.m.

#### **List of workshops and teacher availability**

List available in the Shared Google folder.

#### **Monthly Student Outreach & Support Report**

Document available in the Shared Google Folder.

#### **Members and Designees approved by their Governing Board**

Document available for SVAEC members to review. Ivan asked members to have one of the voting members present on time in the meetings.

#### **Planning Support Meeting**

Times to support members is scheduled in Ivan's calendar between March and April.

#### **Member Annual Workplan Draft Due**

\*Drafts are due on April 17<sup>th</sup> but because it is a Saturday. Members are asked to submit their Member Annual Workplan drafts on Friday April 16<sup>th</sup>. Drafts will be review on 4.21.21 Steering Committee meeting.

#### **Q2 State and Consortium Targets**

Document will be sent to SVAEC members by email.

#### **Purchase of Group Memberships** (information to be sent by email)

Information related to the purchase of group memberships for CCAE, CAOBE and CATESOL will be sent to SVAEC members by email.

### **Final questions, comments, and reminders; adjourn**

**TE Users Meeting:** March 25th at 3:00 p.m.

**PLC Meeting:** No meeting in March

**Closeout of 18-19 funds:** March 31st certified by Director in NOVA

**March 31:** Certification of Q2 expenditures by Director in NOVA

**March 31:** End of Q3

See Shared Google Folder for other CAEP deadlines & deliverables

**SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15th

Next Regular Steering Committee Meeting: **April 21, 2021 at 2:30 p.m. (virtual)**

The meeting was adjourned at 5:00 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.