

Salinas Valley Adult Education Consortium 10/28/15 Steering Meeting Minutes

Member designees present:

Gonzales – Candice McFarland
Hartnell – Kathy Mendelsohn
MCOE – Chandi Wood (not an official member yet, so no vote yet)
North Monterey – Emily Tsai
Salinas – Sharon Albert, Peggy Wood
Soledad – Jeff Lopez
South Monterey – Steve James

(see sign-in sheet for list of other attendees)

MCOE:

MCOE's proposed Diesel Mechanics class for students 18+ in their court schools was added to the agenda being reviewed at today's meeting. Chandi Wood, the Alternative Education Director for MCOE, introduced herself, gave the group more information about the proposed program and MCOE's Alt Ed services in general, and answered questions from the group.

Proposed process for expenditure approval at today's meeting:

- Raise items for discussion
- Anything not raised for discussion will be considered part of a consent agenda, all to be approved with one vote (not voting on each item individually)
- Discuss and negotiate items raised for discussion
- Discuss and decide how to spend remaining funds
- Decide and vote on the final budget

Motion to approve proposed process – Jeff Lopez; seconded – Emily Tsai

Vote: Unanimously in favor

Proposed uses of excess funds (\$66,211) before and during meeting:

- Increase PLC stipend fund to continue the Planning Workgroup through FY 15-16
- Increase PLC stipend fund to add a CTE PLC and possibly others (in addition to continuing the ESL PLC and starting the Basic Skills PLC)
- Increase Consortium collaborative professional development fund
- More money for curriculum development, either for entire Consortium or individual members
- Research and develop programs/services for Adults with Disabilities, particularly learning disabilities
- Research and develop programs/services for older adults
- Moving remaining funds into Consortium Materials fund for the time being, to be reallocated in future

Items to discuss/contested requests:

1. Soledad older adult art class: Appropriate use of funds?
2. Consortium PLC funds: Add more \$?

3. Consortium data sharing system funds: Add more \$? Move individual member requests for ASAP 3.0 (Gonzales, others?) to the general Consortium fund?
4. Burlington English: Make it a Consortium expenditure rather than individual member expenditures, if Consortium can get a discounted “group rate?”
5. Hartnell building trades pre-apprenticeship program: Appropriate use of funds?

Approval of items on consent agenda:

After the opportunity was presented to the group to raise items for discussion and potential vote, the list of items above was compiled, and the remaining items not raised for discussion were considered part of a consent agenda to be approved as one.

Motion to approve all items on the consent agenda – Kathy Mendelsohn; seconded – Steve James

Vote: Unanimously in favor; motion carried

1. Soledad older adult art class

Several members showed interest in supporting older adults with such a class but expressed concern that the class is not sufficiently aligned with the AB104 program areas and performance measures. It is not clear how the class would help prepare older adults for the workforce or improve their literacy. Suggestions were made to make the class more impactful by including basic computer training and financial literacy training. Jeff Lopez asked for the opportunity to provide more information about the class, particularly the content and outcomes, to be presented at a future meeting.

Motion to table this item and remove it from the budget for now but possibly fund it at a later time once more information is provided – Kathy Mendelsohn; seconded – Tom Lawson

Vote: Unanimously in favor; motion carried

2. Consortium Professional Learning Communities (PLCs)

Proposals were made by various attendees to increase PLC funding to allow for participation by MCOE, add a CTE PLC, continue the Planning Workgroup, and possibly other workgroups or PLCs to research and develop strategies for other program areas.

There was discussion around whether or not the Planning Workgroup should continue. Those for continuing believe that the Planning Workgroup should begin planning for 16-17 once the deliverables are completed for 15-16. Those opposed said that the Steering Committee and PLCs should be sufficient for future planning.

It was decided to table this item and revisit at this meeting or a future meeting once it is clear how many funds remain and there is an opportunity to further discuss the Consortium’s needs.

No motion was made regarding this item.

3. Consortium data sharing system(s) funds

Two issues were discussed in regards to this item:

- a. Should member districts who are requesting funds individually for the purchase of ASAP 3.0 (Gonzales USD) remove that request from their asks and move that amount to the Consortium data sharing system funds because the purpose is alignment throughout the Consortium?

(The same point was raised about the purchase of CASAS, that those members requesting funds to purchase CASAS for the first time are doing so to be aligned with other Consortium members; however, no action was taken on this in regards to CASAS.) For Gonzales USD, this would mean moving \$2,500 from their requests to the Consortium line item (currently at \$10,000).

- b. If all member K-12 districts are going to have to upgrade to ASAP 3.0 this coming year, should the amount in the Consortium data sharing system line item be raised to cover the purchase for every member K-12 district to cover the cost for all five of them? The cost of this was named at \$25,000. Should the Consortium data sharing system allocation be raised to \$25,000?

Motion to move the \$2,500 from Gonzales to the Consortium data sharing system line item, putting it at \$12,500 total, and to then raise the Consortium data sharing system line item to \$25,000 total by adding an additional \$12,500 from the excess funds – Kathy Mendelsohn; seconded – Steve James

Vote: Unanimously in favor; motion carried

4. Burlington English

Kathleen Slattery suggested that the area rep for Burlington English be invited to speak with the Consortium and that the Consortium ask for a “group discount” if we order Burlington English as a Consortium rather than as individual districts. Four of the six current voting members had Burlington English among their funding requests. It was agreed that this was a good idea and the Consortium would plan on doing this, but that no changes should be made at this time to those funding requests.

Motion to keep all member funding requests for Burlington English as-is with no changes – Kathy Medelsohn; seconded – Peggy Wood

Vote: Unanimously in favor; motion carried

5. Hartnell-IBEW-WDB Building Trades Pre-Apprenticeship Program

The first question raised about this proposed program was how it differed from the classes and certificates that Hartnell already offers? Zahi Atallah from Hartnell College responded that the major difference is that this training would be free for students (as opposed to the for-credit CTE courses at Hartnell, which are particularly expensive for non-residents). Another question was raised about access for undocumented students – there were different answers offered so this still needs to be clarified. The next question was regarding the pathway for students beyond the proposed pre-apprenticeship program, with concerns about the shortage of unions in the region that offer corresponding apprenticeship programs and job opportunities, and the lack of access of undocumented students to apprenticeship programs. Zahi said that it aligned with the Electricians union in Castroville (in the region) and the Carpenters union in Morgan Hill (just north of the region). He and others also added that an apprenticeship program doesn’t have to be the next step for everyone; the skills provided during the training would also equip students to move on to non-union jobs and/or to post-secondary-level training. More concerns were raised about the lack of information about the program, including the logistics of working with the IBEW; uncertainty about whether or not it meets the AB104 requirement of pre-apprenticeship programs being conducted in coordination with apprenticeship programs approved by the Division of Apprenticeship Standards; and having enough students at sufficient math and English levels to succeed in the program.

Motion to keep the Building Trades Pre-Apprenticeship Program line item as-is, with no changes to Hartnell’s request – Sue Landesman; seconded – Kathy Mendelsohn.

Vote: 4 in favor (Gonzalez, Hartnell, Soledad, South Monterey County); 1 opposed (Salinas UHSD); 1 abstention (North Monterey County). Motion was carried.

Remaining Funds (now at \$58,869):

It was proposed that the remaining unallocated funds be moved to Consortium Materials/Supplies fund for now. The tabled item regarding the increase of Consortium PLC funds was raised again, but it was decided to discuss and decide that at a later time, with the potential for reallocating remaining funds later.

Motion to put the remaining unallocated \$58,869 Consortium funds toward Consortium Materials/Supplies – Candice McFarland; seconded – Steve James
Vote: Unanimously in favor; motion carried

Fund Distribution & Reporting Matters:

Sharon Alheit, Grants Accounting Manager at Hartnell College (the new fiscal agent), spoke briefly about fund distribution and expenditure reporting matters; unfortunately there was insufficient time remaining for her to share everything she had planned. Members will all need new MOUs with Hartnell College, which can be drafted now that the budget has been approved (by the Consortium, not yet by the State). Funds will be disbursed on a reimbursable basis. It is possible to bill back to these 15-16 AEBG consortium funds (starting July 1, 2015). She and the Hartnell College Business Office will provide procedural guidelines for all members. When the new Consortium Director and Program Assistant are hired, they will provide technical assistance to Consortium members, along with Sharon.

Consortium Deliverables:

The 3-Year Plan, 15-16 Annual Plan, and Governance Plan are due next Monday, November 2, however they are still being finalized by the Planning Workgroup (and members are still submitting needed data and information). It was agreed the plans would be given electronically to the members for review and comment, and member approval would be given electronically via email. The plans will be posted on Google Drive so all comments could be seen to all members. The hope is that the plans will be finalized and approved by Monday, after which Kristen will arrange to meet each member designee to gather their signatures and then submit to the State on Monday or Tuesday.

Reminders:

- Members must update their **Member Allocations Forms** with Consortium fund allocations and any other outstanding information and submit them to Kristen by **Friday 10/30**.
- Any members who have not submitted their **Member Performance Measures Workbook** should submit them to Kristen by **Friday 10/30**.
- If a member has not already done so, member board approval of primary and alternate designees must be on their board agendas and then evidence of the approval (in the form of a letter or meeting minutes or other evidence) must be submitted to Kristen as soon as possible.
- The funding for portables and other capital expenses still must be brought to the attention of and approved by the State before funds are officially allocated and disbursed to members for those purposes. Kristen will determine how this is to be done.

Minutes submitted by Kristen Arps 10/29/15