

Salinas Valley Adult Education Consortium February 10, 2016 Steering Meeting Notes

- Location: North Monterey County Unified School District Office in Moss Landing
- Member Designees Present:
Candice McFarland, Gonzales
Kathy Mendelsohn, Hartnell
Eric Becerra, Hartnell
Chandalee Wood, MCOE (via Skype for part of meeting)
Emily Tsai Brownfield, North Monterey
Jeff Lopez, Soledad
(See sign-in sheet for a list of other attendees)
- Agenda Change: The Action Council presentation was cancelled because Isabelle Rodriguez was unable to attend; this will be rescheduled for a future meeting.

I. Reporting

- Period 1 report submitted to the State on 1/30/16 (expenditure and activity)
- Report included narrative about current and upcoming activities in Period 2 (not a lot of spending in Period 1 to report, but a lot of activity and progress, with much more to come)
- Majority of activities involved the creation of new positions and hiring new teachers and support staff; estimates for and acquisition of new software, technology, curriculum, and other materials for instruction and testing/assessment; estimates for portables and space rental; and outreach and advertising new classes (see the Period 1 report and the meeting power point presentation for more information)
- Remember to capture data for non-academic services, as well, e.g. use of childcare, counseling, transportation services
- Next report due April 15 (expenditure and performance)

II. Spending and Implementation

- On January 19th we received another email from the State giving final approval to the SVAEC 3-year and 15-16 annual plans
- Changes/additions to our plans should be done in the form of amendments
- Strongly urged to spend the 15-16 funds by the end of June 2016, but better to let it carry over than “throw the money at things” just for the sake of spending it; very important to focus on the number of people served and impact made with the resources
- Facilities
 - The facilities expenditures (portables) were approved because they met the criteria (see PPT for list of criteria)
 - Should still put more specific language in the plans about the facilities to assure appropriate use (adult ed only, or mixed use with cost sharing arrangement)
 - Other potential facilities options/solutions:
 - Rent portables or buy used portables (rather than purchasing brand new)
 - Pay schools for use of rooms
 - Provide incentives to the teacher
 - Extra income for the school
 - Look for underutilized spaces in the districts and rent from own district
 - Beware of issues with adults and children in the same facility at the same time

- Equipment
 - o Can equipment purchased with AEBG funds be used by non-AE programs when not in use? The group agreed that that practice should be discouraged, unless there is a cost-sharing agreement with the other program
- Staffing
 - o Finding qualified instructors still a big challenge
 - o Subcontract?
 - o Find pools of teachers to recruit, like retired teachers or recent graduates
 - o There is some competition from other private programs like “Jump in English”
 - o Credentialing
 - Candice McFarland from Gonzales said they are interested in establishing an AE credentialing program there
 - Chandalee Wood from MCOE said she has a lot of experience and resources regarding teacher credentialing, and offered to work with Gonzales on this
 - Salinas used to have an AE credentialing program, but not sure if they will offer it again soon
- Refreshments
 - o At the January meeting expressed the desire to have light refreshments at meetings (which is generally not approved by Hartnell for meetings less than 4 hours and/or not at lunchtime). This was discussed in more detail at this meeting so specific language can be added to the budget and plan.
 - o The group agreed that these terms were acceptable:
 - Use extra Supplies & Materials funds
 - \$5/person for 2 hour meetings
 - \$7/person for 4+ hour meetings
 - Exceptions may be made for special events or professional development activities

III. Future Funding & Planning

- By Feb. 28 the State should announce proposed consortia allocations
- Not confirmed, but sounds like there will not be MOE funding or two funding streams; instead the funds will all come to the consortium
- Members will not receive less than they received in 15-16
- SVAEC needs to start planning for 16-17
 - o Members should look at what their ongoing and one-time expenditures will be
 - o Before deciding on allocations/budget, must solidify decision-making and other governance rules and procedures, decide if we need a different process than we used in fall 2015
 - o Must let the State know by April if we are making changes to our governance structure, rules, procedures, etc.
 - o Do we need to reinstate the Planning Workgroup?
 - Hard to get everyone together for meetings, especially from small districts
 - Work on draft in Google drive
 - 16-17 should be easier because already have the 3-year plan and can build on 15-16 plan
 - o Might consider an external facilitator or legal counsel to help with process
- Retreat (at least ½ day) suggested to work on governance and planning
 - o Reflect on lessons learned this year
 - o Decide on governance rules and procedures
 - o Develop a rubric for proposals/requests
 - o Start to develop 16-17 plan
 - o Also finalize vision, mission, values, etc.
- Need to think beyond 2018, too
 - o Alternative sources of funding and working toward institutionalization of programs/activities

- Districts should keep their LCAP committees informed of AEBG funding and activities
- AEBG was always intended to be supplemental and/or seed money
- Visit the new LAO Adult Education Tracker site. As a Consortium we need to re-examine the regional data and correct/update where needed.

IV. Professional Development

- Districts asked to submit all Period 2 PD fund requests at once (like SUHSD did); Kristen will send out a link to a form
- Out-of-State travel is permitted if prior approval is received from the State and a balanced group of representatives are sent (different members, different roles)
- Is the ASAP Users Meeting on 3/9 worth it if we are going to receive other training anyway?

V. Professional Learning Communities

- Basic Skills PLC met for the first time on 2/8
 - Agreed on objectives and deliverables
 - First priority is asset mapping; collecting information about all services offered in the region (with more detail than in the past, e.g. types of testing offered, instruction and testing costs, English or Spanish, etc.)
 - A Google doc was created and will be sent to all members to fill in info
 - This info is also needed for the website and brochure
- ESL PLC has not met yet this semester
 - Finding it hard to agree on a day and time
 - Virtual meetings suggested using Skype or Google Hangout or other options
- Should the CTE PLC be started now because there will be excess PLC funds? No, too much going on right now. Will start in 16-17

VI. Marketing

- Full Steam Marketing & Design was chosen as vendor
- After sending the contracts to the members to review, the Interim Director will sign contracts with Full Steam for the following deliverables, which total \$12,150:
 - Website (translation included) (\$8,450)
 - Branding/Logo/Style Guide (\$2,500)
 - Brochure (translation included) (\$1,200)
- A summary of the work done at the Special Steering Meeting about Marketing/Branding/Visioning held on 2/1/16 was given (see PPT and separate documents); further input/feedback is welcome
- Everyone was invited to join the Interim Director in working on the marketing projects; Candice McFarland from Gonzales volunteered
- A suggestion was made to invite a Hartnell web design or marketing student to participate in order to gain exposure to the process

VII. Software

- ASAP 3.0 has been released
 - A contract with ASAP for the SVAEC has been provided to members for review; if no objections then the Interim Director will sign
 - Next Steps:
 - An orientation call must be scheduled soon, as well as an initial webinar training
 - Accounts must be set up for all adult school members
 - Users are encouraged to attend the March 9 ASAP Users Meeting in Newark
 - Kristen will find out if it is necessary for everyone to attend, considering we will be receiving individualized training soon
 - K-16 Bridge was just successfully integrated with ASAP 3.0

- CASAS
 - o Members new to CASAS are still acquiring it and training their staff
 - o A Network Meeting will be held at Salinas Adult School on Feb. 24; sign up on CASAS site

VIII. Consortium Staffing

- Hiring process for a permanent Director is moving forward; 3 finalists will meet with Hartnell's President and a final decision will be made in the next 1-2 weeks
- The new part time Program Assistant has been hired and will start on February 29

IX. OTAN presentation by Francisco Pinedo

- The Outreach and Technical Assistance Network (OTAN) for Adult Educators offers training for groups of 10 or more
- Trainings are free of charge (only cost to a district would be for travel and/or substitute teachers); there are also many free webinars
- There is still room for the March 11-12 OTAN Technology & Distance Learning Symposium in Fresno; registration is only \$25 (flyers were distributed)

X. Steering Meetings

- Concern was expressed over the lack of attendance and participation of member designees. This was the second Steering Meeting in a row where no action could be taken because there was no quorum. At the Special Meeting or Retreat for Governance and Planning, this must be discussed. Must decide if designees can send proxies. Another option is penalizing member districts if they do not attend a certain number of meetings per year.
- Next Steering Meeting: Wed., March 9, 3-5pm, Hartnell Alisal Campus (unless otherwise announced)
- Let Kristen know if your district would like to host a Steering Meeting (March and May still available)

XI. Other Reminders and Announcements

- Members who have not submitted a signed contract to Hartnell, please do so as soon as possible
- Gonzales and Soledad Adult Schools are now offering HiSET testing
- Gonzales is beginning a Parent Education Series in the evenings
- Some members still seeking ABE/HSE instructors
- Hartnell's new pre-apprenticeship program is looking for space in north county and/or south county
- Sign up for the CASAS Network Meeting at Salinas Adult School on February 24
- EL Civics & Citizenship Conference is February 26 in Concord
- Hartnell Curriculum Institute is March 4 in Seaside; if enough adult educators sign up they will hold an adult ed-focused session
- Submit PD requests for your district for all of Period 2 (Kristen will send link)

➤ Thank you to North Monterey Unified School District for hosting this Steering Meeting!

➤ Notes taken by Sue Landesman and Kristen Arps

➤ Attachments:

2/10/16 Steering Meeting Agenda

2/10/16 Steering Meeting PowerPoint Presentation

Consortium Period 1 report submitted to the State on 1/30/16

Marketing/Branding/Visioning document

OTAN Technology & Distance Learning Symposium flyer