

Meeting Minutes for Regular Steering Meeting

February 28, 2018, 2:30 – 5:30 p.m.

Location: Hartnell College, East Alisal Campus, 1752 East Alisal Street, Salinas, CA 93905

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	
Liz Modena <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Kathy Mendelsohn <i>Dean, Languages and Learning Support</i>	Hartnell College	X	
Eric Becerra <i>HEP Grant Project Director</i>	Hartnell College	X	
Ana Gonzalez <i>Director, Adult Education</i>	Hartnell College	X	
Christopher Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Joe DeRuosi <i>Coordinator, College & Career Readiness, Alt. Ed.</i>	Monterey County Office of Education (MCOE)	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
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Adult School (SUSD)	X	
Jeff Lopez <i>Principal, Community Education Center</i>	Soledad Adult School (SUSD)	X	
Steve James <i>Director, Alternative Placement for Student Success</i>	South Monterey County Adult School (SMCJUHS)	X	
Tatiana Roganova <i>Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)	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

Other SVAEC & Member District Representatives	District/School	Present
Ana Mendoza, <i>ESL Teacher</i>	Gonzales Adult School (GUSD)	X
Clint Cowden, <i>Dean</i>	Hartnell College	X
Rosie Armstrong, <i>Director of Workforce Development (Ag and Health)</i>	Hartnell College	X
Margarita Palacios, <i>Assistant Principal, Educational Options</i>	North Monterey County Adult Education (NMCUSD)	X (virtual)
Tom Lawson, <i>ESL Program Specialist</i>	Salinas Adult School (SUHSD)	X
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School (SUHSD)	X
Jaimee DePompeo, <i>ESL Teacher</i>	Salinas Adult School (SUHSD)	X
Veronica Munoz, <i>Accountant</i>	Salinas Union High School District (SUHSD)	X
Aidee Farias, <i>Research Consultant</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X

Community Partners	Organization	Present
Kathleen Slattery, <i>Retired ESL Teacher</i>	Community Member	X
Cathy Andrews, <i>Senior Librarian, Adult Services</i>	Salinas Public Library	X
Melody Burgess, <i>Projects Manager</i>	Monterey County Business Council	X

The meeting was called to order by the Director at 2:39 p.m.

Member & Partner Program Updates and Announcements

1. Salinas Adult School Updates (Tatiana Roganova)
 - a. They have hired a student data systems specialist
 - b. Career Counselor will host an Open House in March
 - c. Started a tentative plan to do an Integrated EL Civics class in vocational culinary with EL support (Mon/Wed ELL support, Tue/Thu learning culinary arts). Students will earn a SafeServe certificate.
 - d. April 12 will host the SAS 100th Anniversary event
2. Hartnell Updates (Ana Gonzalez, Clint Cowden, Rosie Armstrong)
 - a. The ESL Noncredit classes have been approved and are beginning in April
 - b. Currently scheduled to begin college counseling on Saturdays at the Hartnell Alisal Campus and Admission support on Wednesdays at the Hartnell Main Campus
 - c. Looking to begin a NECCER certification course; need trainers, so will hold a train-the-trainer session. Clint asked SVAEC Members to refer people who are in the trades, forklift, plumbing, electrical, construction, who are interested in teaching.
 - d. Rosie Armstrong is collaborating with MBEP on the Monterey Bay Career Connect. The goal of the website is to connect employers and education/training

- agencies and job-seekers. Trying to see what training providers are not included and create a more comprehensive list.
- e. Ag Tech Summit is occurring on April 11 (admission is free, lunch provided)
3. Gonzales Updates (Ana Mendoza)
 - a. Currently developing partnership with Loaves, Fishes, and Computers to provide low cost refurbished computers to their students.
 - b. Every Thursday they bring outside guests to speak with their students. This Thursday they will have the UFW, and Hartnell will be there March 15 to do career counseling.
 - c. Forklift program is ongoing and the class is full; going to start promoting more to industry.
 4. South Monterey County Updates (Steve James)
 - a. No new announcements from South Monterey County
 5. Soledad Updates (Jeffrey Lopez and Francisco Pinedo)
 - a. The Registered Dental Assistant class has started and will finish in October. Next course to start immediately after the class completes.
 - b. Looking to bring in more CTE classes in the future such as Medical Assistant and Introduction to Law Enforcement. Need more medical assistants in Soledad (ever since Heald College closed we have this need).
 - c. Recently had 3 students pass the Citizenship exam in Soledad.
 6. North Monterey County Updates (Emily Tsai-Brownfield)
 - a. Hired a new Computer Literacy teacher; she has experience in teaching vocational ESL, so excited that she is on board.
 - b. Started Spanish Basic Literacy class; looking to create a pipeline from the basic Spanish literacy to basic English literacy/ESL courses to the GED.
 7. Salinas Public Libraries Updates (Cathy Andrews)
 - a. Computer Literacy and ESL classes are packed. Library programs are currently filled to capacity.
 - b. Upcoming workshops with Project California Listens: a 2-day workshop, June 22-23, encouraging people to tell their stories about their lives, communities, and California. By the end they have a 2-4 min short film.

WorkKeys & CareerReady 101 presentation by Monterey County Business Council

1. See powerpoint presentation for reference
2. SVAEC already has WK and CR101 licenses – need to decide this month if we want to renew.

Formal Committee Proceedings

1. Quorum was established at 2:58PM with 7 out of the 7 Member Districts present
2. Agenda approved with no changes
3. Minutes approval tabled for April 25 meeting

Public Comments

No public comments were made

Information Items

1. Progress Report on MCOE's New Programs

MCOE has been developing new programs and wanted to give everyone an update. Update provided by Joseph DeRuosi.

- a. The current programs offered by MCOE are the Parent Transitions Program and the Monterey County Jail Program. There are four parts to the programs: HiSET instruction and testing; High School Diploma; Workforce Entry/Re-entry, and CTE. Two teachers have started class, small group, and individual instruction.
- b. Have created a MOU between the County Jail and MCOE to provide services within the jail and use computers and internet within the jail. Hot Spot used for internet and Chromebooks, which have been vetted and secured, are used for instruction, assessment, and advising. This allows for them to provide blended learning.
- c. MCOE has been tasked with providing support in K-Pod, which is the most difficult population. They are working hard to end the prison-to-school pipeline and want to create a pathway that inmates can follow after release so that they don't go back. Currently there are about 950 inmates residing in the jail. MCOE currently has enrolled 60 people into their programs (50 men, 10 women). In addition to the full time instructor, a full time Education Liaison has been hired, as well, to provide transition support/case management as well as academic support, including assessment.
- d. For the Parent Program at the Epicenter, the same Ed Liaison is also working there, currently with 37 parents (men and women). Collaborating with other organizations such as Turning Point, the Teen Closet and Dress for Success to provide interview clothing for folks and conducting interview workshops.
- e. Recently had a 45 year old parent who was getting released from the county jail. MCOE went in before release to make sure he was prepared to transition out, get a job, and aided him in getting his driver's license and gave him a bus pass. He is now hired full time.
- f. Have met with Hartnell and are getting materials to provide academic support for inmates enrolled in the Hartnell courses.
- g. County Jail will hold another Resource/Job Fair on March 27; all are invited to table.

The Director explained that MCOE had minor budget changes that did not need to be approved but wanted them shared as information items. One is the .3 coordinator position that instead of being filled by a new hire has been assigned to Joe DeRuosi.

Action Items

1. Consortium Program Assistant Position (increase from PT to FT)

- a. Director explained that the State is requiring more oversight, accountability, Brown Act compliance, etc. and more will be required for consortium administration. Making the current PT Program Assistant Full Time, she will be

able to provide more support in these areas. She will also be able to assist more with data collection and reporting. Obviously she will not provide the same amount of support or time as Jennifer Suttie (temporary Data Consultant who has been providing technical support to Members, whose contract ends at the end of July), but she will be able to provide some technical support, work to streamline data processes, and serve as a more permanent resource for Members. Currently Alicia works with the Consortium 60% and 40% with the Hartnell Adult Education Program. Kathy Mendelsohn (Hartnell) explained that Hartnell will fund a new Program Assistant for their program, which is requiring more support as it ramps up.

b. Vote:

- i. Emily Tsai-Brownfield motioned to move the Part-time Program Assistant to Full-Time Program Assistant. Joseph DeRuosi seconded the motion.
- ii. Discussion: Jeffrey Lopez asked whether the cost includes benefits. Yes, it does. No further discussion.
- iii. All in favor – 7 out of 7 approved; motion carried.

2. Extended contracts for data and research specialists (Data & Accountability funds)

- a. Extend Contract for Aidee Farias, Research Specialist conducting the Community Survey and Environmental Scan and providing general data and accountability assistance. Need to extend the contract through June to finish the projects.
- b. Extend contract for Jennifer Suttie, Data Specialist providing technical support for Members' data reporting in TOPsPro Enterprise. Need to extend through July, as Members still need a fair amount of assistance, especially South Monterey County, who is now without a clerk.

c. Vote:

- i. Kathy Mendelsohn motioned to approve the extension of the professional expert contracts for Aidee Farias (through June) and Jennifer Suttie (through July). Emily Tsai-Brownfield seconded the motion.
- ii. Discussion: Candice McFarlane asked if Jennifer's assistance would still be needed if Alicia (Consortium Program Assistant) will be assisting with data. The Director answered that there seems to be enough need for Jennifer's technical assistance for the rest of this semester. And Alicia needs time to learn more. Emily Tsai-Brownfield commented that Jennifer is familiar with CASAS and has a good relationship with CASAS, and at this point it is important we have someone who can easily navigate the system, thus it is important to have Jennifer provide support through the end of this fiscal year. No further discussion.
- iii. All in favor - 7 out of 7 approved; motion carried.

3. New Consortium Funding Formula (choose model for 18-19)

- a. Director reminded Members that we will only be approving the funding formula today, not necessarily the allocation schedule – those are two separate decisions. The timeline was moved up from our previous April deadline as we became aware that schools need to submit their budgets by March 15th or else they might have to lay off teachers.

- b.** The Planning Workgroup has been working on this funding formula (See powerpoint and handouts for details on formula). Points made by the Planning Workgroup participants and general discussion:
 - i.** The funding formula was based on the same 6 indicators that the state funding formula uses. Aidee Farias pulled census data for the 6 indicators in the Salinas Valley and equally weighed each indicator to inform funding.
 - ii.** One of the biggest challenges is with the Salinas service area, because it is served by 3 providers: Hartnell, Salinas Adult School, and MCOE. We need to identify a way to divide that portion. We currently do not have any way to do this, except enrollment data. For MCOE we could look at the jail data, but it has been hard to get that, and need to determine how that data would be used in a funding formula.
 - iii.** Part of the new proposed funding process/formula is setting a minimum or baseline amount that every Member will receive; this helps smaller districts ensure a base funding amount so they have at least enough to cover their general operating costs. Ran different models with different baselines ranging between 75k and 175k.
 - iv.** Originally the group wanted a 7% incentive fund, but have lowered it to 4% to allow for a graduated funding schedule over 2-3 years, to make sure no one was too severely impacted at once. If we choose to transition even more gradually, it would be at the cost of the incentive fund. Want to be able to address more gaps with incentive funding.
 - v.** Enrollment and outcomes changes constantly, and we also don't have very reliable student data right now. Need a formula with other indicators to establish some consistency. Need to develop a consistent measurement across our consortium to inform the funding formula.
 - vi.** Need to find a way to measure depth and quality of service, not just quantity. This is critical for programs that provide wrap-around services and/or serve challenging populations. Hard to compare programs that are so different (like comparing apples and oranges). Joseph DeRuosi stated that indicators should be what students' goals are and not what we want them to be. We need a way to capture qualitative measurements, because not every student is equal in the amount of money required to remove barriers. Formerly incarcerated folks have a harder time gaining employment.
 - 1.** A question was asked about why the County Jail wasn't putting more funding into the programming – why did MCOE need to use AEBG funds for all of it? MCOE responded that there is not a lot of funding in the jail for programming; it is not like the prison system where they have a lot of resources for HSD/HSE. MCOE said that the jail is paying for a lot; MCOE is paying for the instruction, testing, and transition support as it relates to college and career

pathways; trying to fill the gaps that the jail and other providers cannot fill.

- vii.** Through the census data we have identified that South Monterey County is severely underserved, and that their apportionment does not allow for them to expand services that they need.
 - 1.** Steven James (South Monterey County) reminded Members that we are all in this together and need to make sure that we take care of each other and continue to leverage resources.
- viii.** The Planning Workgroup funding formula is one piece of the decision-making process for funding; we will not necessarily just allocate the amounts that the formula provides. Need a multiple measures approach, where we use the funding formula as a starting point but then also look at member effectiveness and compliance. The Accountability Workgroup has created tools for measuring effectiveness and monitoring programs.
- ix.** Members feel that it is too soon to use the funding formula, especially if it uses student data as indicators. We do not have enough student data, including enrollment, attendance, and outcomes. A suggestion was made to create performance outcomes, like WIOA does for their payment points. But our process has not been a clear enough; we need clear objectives and ways to incorporate performance outcomes in allocations.
- x.** Tatiana Roganova stated that we need to have an additional meeting to decide allocations and that we cannot just jump in and do this today.
- xi.** Steve James, Emily Tsai-Brownfield, Jeff Lopez, Kathy Mendelsohn, and Aidee Farias all expressed concern that another year will go by with no change, and we've been talking about creating a more formal, data-driven process for over a year and working hard to develop one. Hard decisions need to be made, there has to be give and take, and there has to be action.
- xii.** Aidee Farias stated that we have developed a funding formula where 90% is determined by the regional data and 10% on the student data we do have. This can be for 18-19, but we can continue to develop the formula and process. This is the best formula we could come up with given the data and considerations we have at hand. As time goes on we will have a better understanding of what those quality indicators will be.
- xiii.** Director reminded members that we need a formula so we can move forward and progress. This process would be for 18/19 and then we can see how it works and change it if it doesn't. We need to think regionally and remember how our programs and communities are connected. Remember that student success is the priority, as well as closing gaps and reducing unnecessary duplication. If the data is used to make funding decisions, the allocation schedule will change. This is hard. But it forces us to get creative and leverage resources. We also need to start showing more and better results – I was told at the AEBG Summit that we have a very high cost-per-student rate among consortia.

