

Minutes for Regular Steering Committee Meeting

April 25, 2018, 2:30 – 5:30 p.m.

Location: Soledad Community Education Center, Room 4, 690 Main Street, Soledad, CA 93960

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

Other SVAEC & Member District Representatives	District/School	Present
Aidee Farias, <i>Research Consultant</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Ana Mendoza-Santiago, <i>ESL Teacher</i>	Gonzales Adult School (GUSD)	X
Araceli Fausto, <i>ESL Teacher</i>	Soledad Adult School (SUSD)	X
Dawn Tovey, <i>Director/Controller, Internal Business Services</i>	Monterey County Office of Education	X
Kristen Arps, <i>Director</i>	SVAEC	X
Ray Green, <i>ESL Teacher</i>	Soledad Adult School	X
Roxanna Argueta, <i>Clerk</i>	Soledad Adult School	X
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School (SUHSD)	X
Tom Lawson, <i>ESL Program Specialist</i>	Salinas Adult School (SUHSD)	X
Vanessa Fausto, <i>ESL Teacher</i>	Soledad Adult School	X
Veronica Munoz, <i>Accountant</i>	Salinas Adult School (SUHSD)	X

Community Partners	Organization	Present
Kathleen Slatterey, <i>Retired Teacher, Salinas Adult School</i>	Community Member	X
Anna Velazquez, <i>Soledad City Council Member</i>	Soledad City Council	X

Meeting called to order at 2:53 PM by Kristen Arps, Director of SVAEC

I. Member & Partner Program Updates and Announcements

- a. Introductions were made
- b. Soledad Adult School was thanked for hosting the meeting
- c. Director reported on her participation in Adult Education Legislative Day April 9-10
 - i. Francisco Pinedo (Soledad) as a member of the local CCAE Steinbeck Chapter board made arrangements for chapter members to meet with representatives.
 - ii. Francisco and Kristen prepared a packet of information about our Consortium and Soledad Adult School, including a few student success stories from Soledad, HEP, and Salinas Adult School/Hartnell.
 - iii. Kristen joined teachers and administrators from the Monterey Peninsula AE Consortium and met with reps from the offices of Anna Caballero, Bill Monning, Mark Stone, and Anthony Canella to ask for increased funding, additional metrics for immigrant services, and taking “grant” out of AEBG. Overall it was a great experience and the representatives seemed receptive.
- d. Members provided program updates and announcements, including:
 - i. Monterey County Office of Education (Joseph DeRuosi)
 1. Courses and assessments at the jail have begun.
 - ii. South Monterey County Adult School (Steve James)
 1. Currently offering HSD in addition to HiSET, ESL and Citizenship classes; courses have been running successfully.

- e. Hartnell College (Ana Gonzalez)
 - i. Noncredit ESL classes have started
 - ii. Ana is also now the contact for Inmate Education
- f. Gonzales Adult School (Ana Mendoza-Santiago)
 - i. Starting a new project: To address students' needs for specific computer skills, developing a class to help with computer-based life and employability skills, e.g. resumes and cover letters, paying bills online, checking their children's grades online, etc.
- g. Salinas Adult School (Tatiana Roganova)
 - i. Salinas Adult School had a very successful 100 year celebration, thank you to Kristen Arps, Director, for attending and speaking at the event.
 - ii. Will be offering summer classes in June.
 - iii. Tom Lawson will retire effective June 30, 2018 and we will miss him greatly.
- h. SVAEC Community Needs Assessment Survey (Aidee Farias)
 - i. Survey is going very well – over 1,000 surveys collected! Lots of success in Castroville and Gonzales recently. Still going to focus on a couple of CHISPA housing sites. Proctors who administer the survey have been very useful in helping adults complete the survey (they speak Spanish and one speaks Trique). Next step will be focus groups, which will largely focus on barriers.

II. Formal Steering Committee Meeting Proceedings

- a. Quorum was established at 3:00PM with 6 out of the 7 Districts present, missing North Monterey County, whose designee joined later via phone via phone at 3:15PM, so had full quorum at that time.
- b. Previous Meeting Minutes
 - i. Members reviewed 3 meetings worth of steering committee meeting minutes to approve (11/29, 2/28, 3/7 meetings).
 - ii. Ana Gonzalez (Hartnell) moved to approve Nov, Feb, and March meeting minutes with no changes; Steve James (South Monterey County) seconded the motion; no discussion; VOTE: 6 out of 7 present approved, one abstention (Emily Tsai Brownfield from North Monterey County); motion carried.
- c. Approval of Meeting Agenda
 - i. Candice McFarland (Gonzales) moved to approve the agenda; Emily Tsai Brownfield (North Monterey County) asked if the agenda is the same as the one sent out previously and Kristen Arps confirmed that no changes had been made; Emily Tsai Brownfield (North Monterey County) seconded the motion; no further discussion; VOTE: All in favor (7 out of 7); motion carried.

III. Public Comments (3 minutes max. each)

- i. No public comments made

IV. Action Items:

a. MCOE Workplan Amendments

- i. Kristen Arps, Director, reminded everyone that as a Consortium we decided that any budget changes of 10% or more must be approved by the Consortium; the State has since set a requirement of approval if the change is 15% or more.
- ii. MCOE would like to use their funds for 2 new activities: 1) A temporary contractor for data and assessment support and 2) IT equipment (PC computers

for new staff as TE doesn't run on Macs which is what they currently have at the district). See supporting meeting document *Budget Agenda Items* for details.

iii. Question by Ana Gonzalez (Hartnell): Is the contractor a one-time cost or ongoing? Answer by Joe DeRuosi (MCOE): One-time cost (she is a temporary contractor)

iv. Candice McFarland (Gonzales) moved to approve the proposed MCOE budget changes; Jeff Lopez (Soledad) seconded the motion; no discussion; VOTE: 7 out of 7 approved; motion carries.

b. Data & Accountability funding for CASAS Summer Institute

i. D&A Funds would pay to cover costs for one person per district to attend CASAS Summer Institute, plus Program Assistant Alicia Gregory and Director Kristen Arps. The cost of additional attendees would be covered by districts (some still have funds allocated to them out of the Shared Consortium Funds for PD). Maximum total cost will be approximately \$17,000 for 9 people to attend.

ii. Question by Joseph DeRuosi (MCOE): Should districts send someone each year? Kristen Arps responded that it is up to each district if they feel it is a worthwhile use of funds to send someone.

iii. Emily Tsai Brownfield (NMC) and Steve James (SMC) said they are not sending anyone this year, so their slots are available if another district wants to use them.

iv. Candice McFarland (Gonzales) moved to approve as a lump amount up to \$17,000 to pay for CASAS Summer Institute 2018 out of D&A funds; Emily Tsai Brownfield (NMC) seconded the motion; no discussion; VOTE: All in favor (7 out of 7); motion carried.

c. Consortium Fiscal Administration Declaration (CFAD) (due May 2 to State)

i. Part 1: Fund Distribution

1. The Consortium has already approved the allocation schedule for 18-19 (approved at 3/7/18 Special Steering Committee Meeting) so that portion of the CFAD is done. Still need to confirm our Fund Distribution Model.
2. Current Fund Distribution Model is a Fiscal Agent Model with Hartnell College as the Fiscal Agent. The Consortium may choose to continue with the current model or change to a Direct Distribution Model, and also choose whether or not to continue with Hartnell College as the Fiscal Agent.
3. The Director described the options and listed pros and cons of each. Second option is to move towards direct distribution from the State.
4. Question by Emily Tsai Brownfield (NMC): Have any other districts been charged negative interest? Others said that they have not (not that they are aware of). Dawn Tovey (MCOE) explained that this is common but it usually balances out by the end of the year. With the Pass-Through Process started in FY17-18 that should no longer be an issue for Members (the negative balance could occur when the Reimbursement Process was used in prior years).
5. Question by Tatiana Roganova (Salinas Adult School): Have any Member Districts experienced any problems with the current model and current fiscal agent? Everyone said that the process had been running smoothly and working well.

6. Tatiana Roganova (Salinas) made a motion to continue with the Fiscal Agent Model, with Hartnell College as the Fiscal Agent, using the Pass-Through Process; Jeff Lopez (Soledad) seconded the motion; no discussion; VOTE: All in favor (7 out of 7); motion carried.

ii. Part 2: Use of new COLA allocation (requires unanimous approval)

1. Kristen Arps and Francisco Pinedo (Soledad) provided background information about the COLA. CCAE lobbied for a COLA and we have received it, but the State is unable to mandate that it be used for anything in particular, even a COLA. It is up to the Consortium to decide how to use it.
2. The SVAEC COLA allocation is \$143,096; expected to be an ongoing annual allocation; same formula was used by the State to determine allocations as used for other funds.
3. Ideas from the State and from Members were presented and discussed (see supporting document Non-Budgetary Agenda Items for details).
 - a. Francisco Pinedo (Soledad): Advocated for using funds to give to teachers; they are the ones that make our programs successful and we want to create stability in our classrooms by keeping consistent teachers.
 - b. Joseph DeRuosi (MCOE): Would love to compensate teachers, however there is a Union issue with that. Recommended idea of giving teachers a stipend.
 - c. Tatiana Roganova (Salinas): SAS has negotiations for teachers contracts coming up and that this funding could be used to cover the increase in teacher wages.
 - d. Tom Lawson (Salinas): There will be an increase for all teachers, and when it does occur, it will be retro to July 1.
 - e. Candice McFarland (Gonzales): Her district just settled yesterday on new teacher contracts.
 - f. Kristen Arps (Director): It would be nice to find a way give money to teachers in the form of a stipend or bonus, but not sure how that could work. Could also use it for professional development or other activities that benefit teachers.
 - g. Dawn Tovey (MCOE): Regardless of the allocation, the Union is going to ultimately make the teacher salary decisions, we cannot.
 - h. Ana Gonzalez (Hartnell): Districts who are able to use it for pay increases they should, otherwise we have to find another way, like stipends. Also doesn't want to lose the idea about an Incentive Fund for new programming, in addition to what we come up for teachers.
 - i. Joseph DeRuosi (MCOE): Suggested that we split the COLA and then everyone decides what they do; can only make recommendations for how districts spend the money.
 - j. Emily Tsai Brownfield (NMC): Adult Ed teacher pay adjustments effects the entire district. She instead provides an additional hour of pay for prep time per day.

- k. Sue Landesman (Salinas): Recommendation to just split it up by all districts evenly. Let the districts know that the first priority is teachers.
 - l. Kristen Arps: Reminder that this funding will become a part of their workplans and will be subject to approval by the Consortium.
 - m. Emily Tsai Brownfield (NMC): Suggested that we put it into Shared Consortium Funds for now, and then decide how to use it. Perhaps for the Human-Centered Design project.
 - n. Jeff Lopez (Soledad): Suggested a Teacher Incentive Fund or some mechanism to award/reward teachers, e.g. based on completing a full year or a certain number of hours of teaching, or some other measure of excellence or incentive. This would help with teacher retention.
 - o. Kristen Arps: May we put it into the Shared Consortium Funds for now and everyone commit to coming back to the next meeting with ideas of how to actually implement these ideas. We will put the COLA in the Shared Funds in NOVA and then provide an explanation in the narrative. Would be great if we can make a decision at the next meeting.
 - p. **Tatiana Roganova (Salinas) motioned to put the COLA allocation in the Shared Consortium Funds for now then decide next month on how to use and distribute the funds; Candice McFarland (Gonzales) seconded the motion; no discussion; VOTE: All in favor (7 out of 7 approve); motion carried.**
- iii. Kristen Arps reminded districts that their Member Representatives must certify the CFAD in NOVA before May 2.
- d. Steering Meeting schedule for rest of 17-18 and 18-19
 - i. Next meeting will be on Wednesday, May 23, 2:30 – 5:30PM
 - ii. Kristen Arps, Director, stated that we need to have more regular steering meetings if we are going to do more work as a whole Steering Committee rather than having as much work done in separate workgroups (which was requested at the March special meeting). We also need a few extra meetings if the intention is still to have a new Funding Process established by the end of September. Also need to keep in mind that the Consortium Annual Plan must be submitted to the State by August 15 so must be voted on before then.
 - iii. The proposed Steering Committee Meeting schedule was discussed and a couple of changes were made. See supporting documents for final approved meeting schedule.
 - iv. **Ana Gonzalez (Hartnell) moved to approve the meeting schedule with the discussed changes (move the June 27 meeting to June 13 and correct the typo so the May meeting is May 23); Steve James (SMC) seconded the motion; no discussion; VOTE: All in favor (7 out of 7 approved); motion carried.**

V. Discussion Items
a. Planning

- i. The requirements and timeline for planning were reviewed (for Annual and Three-Year Plans). It was agreed that at least one or two planning retreats are needed.
- ii. Human-Centered Design
 1. Alicia Gregory, Program Assistant, and Emily Tsai-Brownfield (NMC) had proposed that we form a team and participate in the AEBG Innovation HCD pilot. We created a team that will meet for 8 weeks and address one challenge in our Consortium. If you would like to be a part of the team please let Alicia know.
 2. Alicia explained that Human Centered Design is a methodology by which we create pathways and program design with students in-mind. We focus our design in a way that includes those whom we serve and other stakeholders to create a holistic method of service. Works to meet students where they are at and create an environment in which they can thrive.
- iii. Draft plans are due by May 18 for review at the May 23 Steering Meeting. Final budget is not due until September 2018. It was agreed that Members would approve activities without having corresponding budgets yet; voting will take place at the June 8, 2018 meeting. Districts are encouraged to put as many activities for approval as they would like and then they can scale back later when working on their budgets. Kristen Arps will send out an 18-19 Member Activities template.

b. Data & Accountability Workplan

- i. Tabled to next meeting, did not have a chance to speak about it.

c. Carryover policies and projections

- i. Director informed Members of the State's spending targets and new policy of requiring any Member District that is underspending to adopt a Corrective Action Plan with Targeted Technical Assistance. By EOY each district needs to have spent 60% of total funds.
- ii. As a Consortium we need to set clear policy on Carryover. One idea discussed in the past is that if funds aren't spent in 18 months they automatically are returned to the Consortium for redistribution.
- iii. It was agreed that Members would submit carryover projections by June 15, 2018.

d. Professional Development

- i. How can we better plan and facilitate collaborative PD? Difficult with everyone on different schedules and contracts. Discussion was started about how to address this; suggestions included more promotion of events and holding activities on Friday afternoons. Agreed that we need to figure out how to get more teachers together at the same time.

VI. Information Items

- a. Member CFAD certification in NOVA by May 2 (Director gave a brief tutorial on this and will be available to provide technical assistance). The Director will update the CFAD in

NOVA so that today's decisions are reflected, then Members will receive notification that they need to certify it in the system.

- b. Member expenditure reporting in NOVA by June 1 – Will hold a training for Members.
- c. State updates
 - i. Updates are in the supporting document Non-Budgetary Agenda Items. Can also always visit <http://aebg.cccco.edu/> to see current AEBG information, including recorded webinars.
- d. Director updates
 - i. Kristen Arps, Director, instructed all Districts that if they cannot provide a service requested to please the Consortium know so together we can find a solution (perhaps another Member could provide the service). She was recently informed of a need that an ag company had for ESL classes but they found it difficult to find districts that could accommodate them. Tom Lawson reported that it was hard to work with those particular growers because of the schedule that they were proposing.
 - ii. Other updates are in the supporting document Non-Budgetary Agenda Items.

VII. Announcements & Reminders

- a. April 30 – Member Student Data due in TopsPro Enterprise
- b. April 30 – Member Progress Reports due to Consortium
- c. May 2 – Member Rep certification of CFAD due in NOVA
- d. June 1 – Member quarters 1-3 expenditure reports for State due in NOVA

VIII. Networking

Meeting adjourned at 5:20PM

Minutes by Alicia Gregory and Kristen Arps