

Minutes for Regular Steering Committee Meeting – **APPROVED** 9/12/2018

June 13, 2018, 2:30 – 5:30 p.m.

Location: Hartnell College, East Alisal Campus

**Attendees**

<b>SVAEC Official Member Designees (board-approved, with voting power)</b>	<b>School/District</b>	<b>Present</b>	<b>Absent</b>
Candice McFarland <i>Director, College &amp; 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 &amp; 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, 21<sup>st</sup> Century Learning &amp; Innovation</i>	North Monterey County Adult Education (NMCUSD)	X	
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* virtually attended	

<b>Other SVAEC &amp; Member District Representatives</b>	<b>District/School</b>	<b>Present</b>
Ana Mendoza, <i>ESL Teacher</i>	Gonzales Adult School (GUSD)	X
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education	X
Dawn Tovey, <i>CBO</i>	Monterey County Office Of Education (MCOE)	X
Stephanie Carillo, <i>Clerk</i>	Soledad Adult School (SUSD)	X
Veronica Munoz, <i>Accountant</i>	Salinas Adult School (SUHSD)	X
Kristen Arps, <i>Director</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

<b>Community Partners</b>	<b>Organization</b>	<b>Present</b>
Alexandra Ameza	FIELD	X
Devina Puga	FIELD	X
Eric Buckner	Papas of the Central Coast	X
Susan Marscellas	Workforce Development Board	X

Meeting started at 2:30PM by Alicia Gregory, SVAEC Program Assistant

- I. Introductions
  - o Everyone went around and introduced themselves.
- II. Member & Partner Program Updates and Announcements
  - o Gonzales, Salinas, Soledad, and South Monterey County provided updates on their current programming, future programming, data collection, and graduations. North Monterey County and Hartnell College were not present to give updates.
- III. PAPAS presentation (MCOE partner)
  - o Eric Bruckner from Papas presented on current programs offered in Santa Cruz and Monterey Counties, including at the Monterey County Jail. For more information about their organization please visit: <http://papassfi.org/index.php>
- IV. Quorum Established and Official Proceedings Commenced
  - o Formal committee proceedings commenced and quorum was established at 3:00PM with 6 out of 7 Member Districts with Designees present
    - Note that Steve James (South Monterey County) attended virtually
    - By 3:15PM 7 out of 7 Member District had Designees present
  - o The Director gave an explanation of the Consortium’s voting process for the sake of visitors, stating that only those who have been officially appointed as Designees to the Consortium by their District Boards are able to vote, and only one vote is allowed per District.
- V. Agenda and Prior Meeting Minutes

- The Director asked for a motion to approve the agenda
  - Kathy Mendelsohn (Hartnell) moved to approve the agenda without changes; Tatiana Roganova (Salinas) seconded the motion; no discussion; VOTE: 5 out of 6 in favor, 1 abstention (Steve James from South Monterey County); motion carried
- The Director asked for a motion to approve the minutes from the 5/23/18 Steering Meeting
  - Jeff Lopez (Soledad) motioned to approve the minutes without changes; Tatiana Roganova (Salinas) seconded the motion; no discussion; VOTE: 6 out of 6 in favor; motion carried.

VI. Public Comments

- Tatiana Roganova (Salinas) requested that the ESL PLC come to the Steering Committee Meeting to present on the work they have been doing. The Director said they will be put on the agenda for a meeting at the beginning of the next school year. They have made progress but are still finalizing their work (and the teachers are gone for the summer).
- Jeff Lopez (Soledad) thanked Candice McFarland (Gonzales) for her great work in hosting their Adult School's new Forklift Certification classes.
- Steve James (South Monterey County) shared that he will soon fully transition out of his position (this is his last meeting). A new Designee for his District will be approved at their next board meeting.

VII. Action Items

- **Vote on 18-19 Activities** (Member Activities and Collaborative Activities): Plans were reviewed and discussed at the last Steering Meeting in May. At this meeting Members were asked to highlight any changes that had been made and then to vote on the plans.
  - Gonzales: Candice McFarland shared that they will now offer Citizenship and HiSET courses in Greenfield at Centro Binacional, in collaboration with South Monterey County Adult School. Those courses were added to their plan.
  - South Monterey County: Steve James added a coordinator or lead teacher position to their district's plan.
  - Question: Tatiana Roganova (Salinas) asked about the flexibility of the annual plans and if/how changes can be made later.
    - The Director reminded Members that these approved annual plans reflect their districts' official activities on record. Any new activity must be approved by the Consortium. Any budget changes of 15% or more must also be approved by the Consortium. Votes on such changes must be made at our open and public Steering Committee meetings.
    - If only slight modifications are being made to approved activities it is not necessary to acquire approval.
    - If an approved activity is to be discontinued, Members are requested as a best practice to notify the Consortium. This is important because another Member might be able to provide the service or it might indicate changes in regional needs or assets. If Members see a change in need or experience a change in their capacity to meet a need, please let the Consortium know so we may all learn from and respond to the changes.

- No other changes to Member or Shared Plans were presented. Emily Tsai-Brownfield (North Monterey County) made a motion to approve the plans as they currently stand with the changes just shared by Gonzales and South Monterey County; Tatiana Roganova (Salinas) seconded the motion; no discussion; VOTE: 7 out of 7 in favor; motion carried.
  - As a reminder we collectively decided to separate out budget proposals from activity proposals. 18-19 budget proposals are due August 15 to the Consortium for review.
- **Vote on use of 18-19 COLA allocation**
- At two previous Steering Committee Meetings, Designees were asked to present and discuss ideas for use of the COLA allocation received from the State in May for FY18-19. After lengthy discussion, the ideas were narrowed down to:
    - Teacher and Support Staff compensation in some form (not necessarily salary/benefits changes);
    - The start of a new Consortium Incentive Fund;
    - And/or to split all or a portion of the COLA between districts (to be used at their discretion but with a request to try to find ways to benefit teachers and staff, particularly part time).
  - The Committee was reminded that this COLA annual allocation is expected to be ongoing, according to the State. And its use must be approved with 100% of Members in favor, like all allocation-related decisions. The State did not dictate what it must be used for; is leaving it up to consortia. Neither the State nor the Consortium can mandate that it be used for an actual COLA for Member Districts or for their teachers or staff in any way.
  - Questions, comments, and ideas presented in discussion by the group:
    - Francisco Pinedo (Soledad) strongly suggests that we give this money to teachers to aid in incentivizing them to stay, which will reduce turnover and bring consistency and continuity. CCAE lobbied to get this COLA approved; teachers will not be motivated to continue advocating at the state level if they do not benefit from their efforts. The COLA should go to the teachers and the support staff – first to part-time teachers and clerks, then to full-time teachers.
    - Ana Aguillon (Salinas) is concerned about using the COLA for teachers because their teachers are paid out of different budgets. Suggested that the COLA should be split up proportionate to the 18-19 allocation schedule (same percentages).
    - Can stipends be given to teachers, either from the Consortium or districts? It can cause complications, especially if it happens annually – can change teachers’ pay scales.
    - Part of the COLA allocation could be distributed using the same percentages as the other Member allocations, but we could still maintain some for new programming or expansion (e.g. an Incentive Fund). Maybe half to districts for their teachers and staff, and half towards an Incentive Fund.

- Could divide the funds up between districts according to the number of teachers in each district. But this might not be fair because every district has different types of teachers and staff at different hours and pay.
- Want to find a way to incentivize teachers and staff, even with fun things like an appreciation dinner with their families, or incentive awards for exceptional performance, or extra professional development.
- Might there be other funds made available soon, such as reallocated carryover, which could be used for an Incentive Fund? Yes, it is highly likely that there will be some Shared Funds available (probably at least \$75,000), and maybe other funds.
- The Director asked the following questions of the group:
  - Is everyone in agreement that we are going to request/recommend districts use these funds to benefit their teachers and support staff in whichever way works best for each district?
    - Yes, although still unsure how to do so.
  - Do you want to have an Incentive Fund or have it all divided up between the districts (how is yet to be determined)?
    - The majority seemed to feel it should all go to the districts and none to an Incentive Fund.
  - How will the funds be divided?
    - Split the COLA evenly among districts (7 equal allocations); or
    - Split the COLA using the same percentages as the existing 18-19 allocation schedule
- Ana Aguillon (Salinas) moved to have no Incentive Fund and to divide the funds proportionate to the 18-19 allocation schedule. Kathy Mendelsohn (Hartnell) requested an amendment to split the motion into two motions, one regarding allocation of the COLA to the districts and another to determine how to divide it among districts. This amendment was made
- Ana Aguillon (Salinas) moved to allocate the entire COLA to the Member Districts and to not set aside any of it for an Incentive Fund; Kathy Mendelsohn (Hartnell) seconded the motion; no further discussion; VOTE: 7 out of 7 in favor; motion carried.
- Kathy Mendelsohn (Hartnell) moved to divide the COLA among the Member Districts proportionate to the 18-19 allocation schedule (using the same percentages); Ana Aguillon (Salinas) seconded the motion: no further discussion; VOTE: 6 out of 7 in favor, 1 out of 7 not in favor (South Monterey County voted nay); motion did not carry. (Reminder: All motions regarding allocation amounts must approved unanimously to pass.)
- Steve James (South Monterey County) motioned that the COLA be split evenly amongst all the 7 districts (\$20,442 each); Jeff Lopez (Soledad) seconded the motion; discussion – Ana Aguillon stated that Salinas has a larger program and therefore needs a larger portion of the COLA, Joe DeRuosi replied that it is not about size it's about quality of the program; VOTE: 6 out of 7 in favor, 1 out of 7 not in favor (Salinas voted nay); motion did not carry.
- Kathy Mendelsohn (Hartnell) motioned to table the decision of COLA allocation to the next meeting; Ana Aguillon (Salinas) seconded the motion; discussion –

Francisco Pinedo (Soledad) requested that everyone contact 2 or 3 people from other consortia and ask them how they are using their COLA, if we are going to table it we must bring ideas and references to the next meeting; VOTE: 6 out of 6 in favor (Steve James from South Monterey County had lost his virtual connection so he did not participate in this vote); motion carried.

VIII. Discussion Items – No time remained for in-depth discussion, but brief comments were made by the Director on these items

- **Carryover Funds**
  - All districts should spend out any 16-17 Carryover they have by June 30 if possible (spend 16-17 before using 17-18 funds)
  - Actual carryover amounts (16-17 or 17-18 funds carried over past June 30) should be declared by August 1
- **Funding Process Development**
  - Director proposed to have the 2 Special Steering Meetings already scheduled for August 8 and September 12 be extended to allow more time to focus on the funding process. All Designees on making those meetings 1-5PM.
- **Planning for Annual Plan and Three-Year Plan**
  - This was tabled for the next Regular Steering Meeting on July 25

IX. Announcements

- Contact Joe DeRuosi (MCOE) if you want to use one of their extra spots for the CASAS Summer Institute

Meeting was adjourned by the Director at 5:20PM.

Minutes were produced by Alicia Gregory and Kristen Arps.