

Minutes for Special Steering Committee Meeting – **DRAFT MINUTES**

September 12, 1:00 – 4:00 p.m.

Location: Gonzales Adult School at Fairview Middle School, Parent Resource Center, Gonzales, CA

**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	
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
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	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</i>	Salinas Union High School District (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
Paige Leebrick <i>Coordinator Alternative Education</i>	South Monterey County Adult School (SMCJUHS)		X
Dr. Jonathan Sison <i>Director of Educational Services</i>	South Monterey County Adult School (SMCJUHS)		X

<b>Other SVAEC &amp; Member District Representatives</b>	<b>District/School</b>	<b>Present</b>
Gloria Adame, <i>Instructor</i>	Gonzales Adult School	X
Ana Mendoza, <i>Instructor</i>	Gonzales Adult School	X
Greg Ludwa, <i>Instructor</i>	MCOE Adult Education Program	X
Sue Landesman, <i>Program Specialist</i>	Salinas Adult School	X
Kristen Arps, <i>Director</i>	SVAEC	X
Aidee Farias, <i>Research Specialist</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

<b>Community Members</b>	<b>Organization</b>	<b>Present</b>
Cathy Andrews, <i>Senior Librarian</i>	Salinas Public Library	X
John Huerta Jr, <i>Regional Manager</i>	FIELD	X

Meeting called to order at 1:05 p.m. by Kristen Arps, SVAEC Director.

**I. Members and Partner announcements**

- a. Cathy Andrews, Salinas Public Libraries – Announced upcoming workshops:
  - i. California Listens Salinas Stories, a 2 Day intensive digital workshop. Each person creates their own 4 min video. Flyer and date to come shortly. The workshop is free.
  - ii. Career Vision Workshop, geared towards new Adults 18-26, however people of any age can attend. Workshop is being held on Monday, October 15<sup>th</sup> from 9AM-3PM at the John Steinbeck Library. This workshop is free. If interested in taking a large group of please contact Cathy.
- b. Sue Landesman, Salinas Adult School – Announced they have opened their testing center up to a variety of Pearson VUE tests. They are now collaborating with CET to enroll their students in HSE classes. Project Search recently graduated 2 students from their program.
- c. Ana Gonzalez, Hartnell College – Announced they have started a noncredit class on Saturdays at the Hartnell Alisal Campus and will be starting another in October.
- d. Margarita Palacios, North Monterey County – Announced that there will be free classes for instruction in indigenous language from Mexico (e.g. Zapoteco) offered in Santa Cruz by Nido de Lenguas.
- e. Tatiana Roganova, Salinas Adult School – Announced they have hired a new ESL Program Specialist and their Career Advisor position has been approved by the board and on September 25<sup>th</sup> the position will post. Currently there is a waitlist for their evening ESL classes and they have posted a position for a Culinary Instructor for an integrated EL Civics class, which will be held 2 nights a week for 3 hours. They held 2 student leadership council meetings recently, one for night classes and one for day classes, which were both well attended.
- f. Jeff Lopez, Soledad Adult School – Announced that on September 29<sup>th</sup> they will have their first registered dental assistant class graduation.
- g. Joe DeRuosi, MCOE – Announced that MCOE will host their first adult education HSD/HSE graduation on September 25<sup>th</sup>.
- h. Ana Mendoza, Gonzales Adult School – Announced they have started classes at the men’s farmworker camp in Gonzales/Chualar. They have also restarted their Latino Literacy Project and have created a new blended learning HiSET class which utilizes Khan Academy for math instruction.

**II. Quorum, Agenda, Minutes**

- a. When formal committee proceedings commenced quorum was established with 6 out of 7 districts represented by Designees (South Monterey County had no Designees present).
- b. Agenda was approved. Vote: Joe DeRuosi motioned to approve the agenda; Jeff Lopez seconded; no discussion; 6 out of 6 voted in favor; motion approved.

- c. Minutes from June 13, July 25, August 8, and August 22 were approved. Vote: Candice McFarland motioned to approve meeting minutes from the aforementioned dates; Tatiana Roganova seconded; no discussion; 6 out of 6 voted in favor; motion approved.

### III. Action Items

- a. New Activities
  - i. Approval for 2 new activities were requested by South Monterey County Joint Union High School District: a new basic literacy course and an evening security guard. Vote: Candice McFarland motioned to approve the new activities; Joe DeRuosi seconded; no discussion; 6 out of 6 vote in favor; motion approved.
- b. 5% Admin
  - i. The use of \$8,750 of the 5% Administration Funds for the provision of fiscal administration services by the Fiscal Agent was approved. Vote: Joe DeRuosi motioned to approve the use of \$8,750 from the 5% Administration Funds for the Fiscal Agent Administration Fee; Candice McFarland seconded; no discussion; 6 out of 6 voted in favor; motion approved.
- c. 18-19 Budgets
  - i. The 18-19 Budgets for each Member District and the Shared Consortium Funds were approved. Vote: Joe DeRuosi motioned to approve all Member District and Shared Consortium Fund budgets; Jeff Lopez seconded; no discussion; 6 out of 6 voted in favor; motion approved.
- d. Fund Allocation
  - i. Item was tabled to the next meeting due to the absence of an official Designee from South Monterey County (votes on allocations must be unanimous to pass).
    - 1. Noted from Joe DeRuosi – South Monterey County and all Member Districts need to make a commitment to have an official Designee at every meeting; the Consortium’s decision-making falls behind when votes have to be postponed.
    - 2. A request was made for the bylaws to allow for proxies for votes; this was discussed (all present were in agreement) and will be voted on at the next meeting.

### IV. Planning

- a. Aidee Farias, Research Consultant for the Salinas Valley Adult Education Consortium, provided a high-level summary of the preliminary results of the Regional Needs Assessment (survey and focus groups). The final results will be available soon and a formal report will be developed. The group discussed effective ways of disseminating the valuable information, including a stakeholder event and a user-friendly 1-2 page overview with infographics and other impactful ways to show the data.
- b. The group reviewed the new draft template from the State for the new 3-year plan due in June 2019. The state office had requested feedback; the Director will send our Consortium’s feedback to them. The group also began discussing different elements of the plan that are new, including the logic model piece.
- c. A Consortium planning retreat was tentatively scheduled for February 8, 8:30 – 3:30pm or so.

Meeting was adjourned at 3:35 p.m.