

**DRAFT MINUTES**

Salinas Valley Adult Education Consortium (SVAEC)

Regular Steering Committee Meeting Minutes

January 23, 2019 | 2:30 – 5:30 p.m. | Hartnell College, East Alisal Campus, Salinas, 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	
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Ana Gonzalez <i>Director, Continuing Education</i>	Hartnell College	X	
Kathy Mendelsohn <i>Dean, Languages and Learning Support</i>	Hartnell College	X	
Clint Cowden <i>Dean, CTE/Workforce Development</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 Adult Education (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 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
Paige Leebrick <i>Coordinator Alternative Education</i>	South Monterey County Adult School (SMCJUHS)	X* virtual	
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>
Ana Mendoza, <i>ESL Instructor</i>	Gonzales Adult School	X
Jaimee DePompeo, <i>ESL Instructor</i>	Hartnell College	X
Laura Zavala, <i>Director of HEP</i>	Hartnell College	X
Greg Ludwa, <i>ABE/ASE/HSD/HSE Instructor</i>	MCOE	X
Aimee Belevu, <i>Director of Fiscal Services</i>	Soledad Unified School District	X

Kristen Arps, <i>Director</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 Libraries	X

Meeting was called to order at 2:47 p.m. by Kristen Arps, SVAEC Director.

**Member and Partner program updates and announcements**

1. Member Districts Gonzales Adult School, Hartnell College, Monterey County Office of Education, Salinas Adult School, and Soledad Adult School, as well as community partner Salinas Public Libraries, provided program updates and announcements.
2. Soledad Adult School showed a video made by their students and Lead Instructor, Francisco Pinedo, thanking the Consortium for the additional funding to run classes on Fridays.

**Quorum, Agenda, Minutes**

1. When formal committee proceedings commenced quorum was not established; 3 out of 7 Member Districts were represented (designees from Gonzales, Hartnell, North Monterey County, and South Monterey County were not present). At 3:03 p.m., quorum was established with 5 out of 7 members represented (Gonzales and South Monterey County were not present). At 3:48 p.m., 7 out of 7 member representatives were present at the meeting (South Monterey County attended virtually).
2. Agenda and Minutes were approved without changes.

**Discussion Items**

1. Adult High School Diploma credit requirements  
 A brief discussion was held by members regarding current HSD credit requirements. This item will be put on the next meeting’s agenda for further discussion, as the person who requested it be added was not in attendance. It was also decided that the Basic Skills Professional Learning Community should be reconvened, which could work on issues related to this matter.
2. Uninterrupted delivery of services for community partners  
 Discussion was held about how the Consortium should respond to the needs of community stakeholders, particularly when a Member is unable to begin or to continue to provide services for community partner agencies. It was agreed that the Consortium will work to develop a protocol to prevent gaps in services for partners already being served or needing to be served. An ad hoc committee will be formed to work on this as well as other governance-related and fiscal-related matters, including a broader review of the Consortium’s Bylaws, the development of a non-financial MOU for the Consortium, and a new funding process. Four individuals from three Member Districts volunteered to serve on the committee: Chris Devers (MCOE Designee), Greg Ludwa (MCOE instructor), Jaimee DePompeo (Hartnell College faculty), and Candice McFarland (Gonzales Designee).

3. WDB RFP #10701

The Member Districts of the SVAEC agreed last month to submit a joint proposal with the Monterey Peninsula Adult Education Consortium (MPAEC) in response to the Monterey County Workforce Development Board RFP #10701 to serve as its Adult & Dislocated Worker Program Operator. The districts all agreed that Monterey County Office of Education will be the Lead Agency and thus is leading the coordination, writing, and submission of the proposal, due February 8. Thank you to all SVAEC Member Districts who already submitted their Commitment Letters and also helped gather support from community partners. MCOE will keep the Consortium posted on the progress and acceptance or not of the proposal by the MCWDB.

4. 3-year planning process

Members were reminded of the SVAEC Planning Retreat to be held on Friday, February 8, 8:30 a.m. – 2:30 p.m. They were encouraged to invite teachers and staff.

5. New funding process development

Members discussed setting a timeline for funding process development, preferably to be decided by March 15. See item 2 above regarding an ad hoc committee that will work on this.

**Information Items**

1. 17-18 Program Area Reporting due in NOVA 2/1/2019

Members were reminded of the due date and of the online training and other support available from SVAEC staff and CAEP TAP. A shared Google document will be created so Members can share information about how to account for operational costs from all funding sources (the State has not provided enough guidance or tools for this).

2. Director's Report

Director reminded Members of upcoming fiscal and student data reporting due dates. See the separate "Supplemental Materials – SVAEC Steering Meeting 1.23.19" document for the full report.

Meeting was adjourned at 5:00 p.m.

Minutes prepared by Alicia Gregory and Kristen Arps.