



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
June 17, 2020, 2:30-5:00 p.m.
Location: Virtual meeting via ZOOM

Meeting documents can be found in these 2 locations:
 Shared Google Drive folder – <https://tinyurl.com/yd9gyhk>
 SVAEC website – <https://svaec.org/steering-committee/>

Attendees:

SVAEC Member Designees	District/School	Present	Absent
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Candice Camacho <i>Director, College & Career Readiness</i>	Gonzales Unified School District (GUSD)	X	
Clint Cowden <i>Dean, Career Technical Education/Workforce Development</i>	Hartnell College		X
Mostafa Ghous <i>Dean, South County Education Services</i>	Hartnell College	X	
Ana Gonzalez <i>Director, Adult & Continuing Education</i>	Hartnell College	X	
Chris Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Joe DeRuosi <i>Coordinator, College & Career Readiness Programs, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		X
Emily Tsai Brownfield <i>Director, 21st Century Learning & Innovation</i>	North Monterey County Unified School District (NMCUSD)	X	
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)		X
Ana Aguillon <i>Chief Business Official</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 Union High School District (SUHSD)		X
Jeff Lopez <i>Principal, Soledad Adult School & Pinnacles Continuing High School</i>	Soledad Unified School District (SUSD)	X	
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Unified School District (SUSD)	X	
Gene Miller <i>Director, Educational Services</i>	South Monterey County Joint Union High School District (SMCJUHS)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHS)	X	



Others in Attendance:

Other Member District Representatives	District/School
Ana Mendoza-Santiago, <i>Teacher</i>	Gonzales Adult School
Laura Zavala, <i>HEP Director</i>	Hartnell College
Julia Mena, <i>HEP</i>	Hartnell College
Dawn Tovey, <i>Controller</i>	Monterey County Office of Education (MCOE)
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liaison</i>	MCOE Adult Education
Araceli Maupin, <i>College & Career Advisor</i>	Salinas Adult School
Veronica Vazquez, <i>Accountant</i>	Salinas Union High School District
Aimee Beleu, <i>Director of Fiscal Services</i>	Soledad Unified School District
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Kristen Arps, <i>Director</i>	SVAEC

Guests/Other Attendees	Affiliation
Elsa Ramirez Brisson	Food Fundamentals
Lucy Iracheta, <i>One Stop Operator</i>	Monterey County Workforce Development Board

Call to Order, Roll Call, Agenda & Minutes, Introductions

The meeting was called to order at 2:33 p.m. by Kristen Arps, SVAEC Director.

Roll call was held and it was confirmed that at least one board-approved Designee from each of the seven Member Districts was present, making 100% quorum. All attendees were asked to sign in to the meeting by typing their name and agency in the Zoom meeting chat box or, if calling in by phone, to speak their name and agency. Guests were also asked to introduce themselves by speaking via their phone or computer audio, if possible.

No changes were made to the content of the agenda. Ana Gonzalez (Hartnell College) made a motion to approve the agenda; Ana Aguillon (SUHSD) seconded the motion; there were no comments or discussion; all voted in favor of approving the agenda; motion carried. The meeting minutes from the prior Steering Committee meeting on May 27, 2020 were not reviewed.

The link to the materials for this meeting, saved in an open and public folder on Google Drive, was placed in the chat box; it had also been in the flyer and meeting notification email.

Public Comments

The Director opened up the meeting for member and partner program updates and announcements, which could be made by speaking or typing in the chat box. Everyone was unmuted during this time to ensure anyone could speak if they desired. There were no public comments.

Member & Partner Updates and Announcements

Gonzales Adult School: They are offering a short summer session (virtual) that will end on June 30, which includes ESL and High School Diploma instruction and High School Equivalency instruction and test prep. Their fall session will start on August 24.

Hartnell College: Their summer session is starting, during which three online noncredit ESL sections are being offered. They have Chromebooks and hotspots available for Hartnell Adult Education students.



Monterey County Office of Education: They have moved to a fully digital learning platform and teacher Greg Ludwa has been offering two classes, two days a week at the County Jail. In July they will start using the ATLO system with Edgenuity and Odysseyware content; it is a fully functioning secure closed system that will enable them to provide more instruction and testing in the Jail.

North Monterey County: They are continuing to offer classes (virtually) through June, as a student survey indicated that students wanted to continue in the summer. The current plan is to do CASAS post-testing in an in-person setting (following all health and safety protocols, with social distancing, masks, etc.) with three students at a time.

Salinas Adult School: Some classes are continuing virtually through June 30 – ESL and High School Equivalency classes. Their fall session will begin on August 5.

Soledad Adult School: Jeff Lopez reported Soledad Adult School has one HiSET class continuing at the One Stop Center (AJCC) in Salinas; all other classes ended in May. Buildings are being cleaned. The current plan for fall is to reopen the adult school in September with a hybrid of online and in-person instruction, with a limited number of students, masks, social distancing, etc.

South Monterey County: Their current session will continue until June 30. They are holding weekly planning meetings to determine reopening plans for the fall. They shared that enrollment has dropped significantly; other Members echoed that they have experienced the same thing.

Hartnell College High School Equivalency Program: No updates.

Food FUNdamentals Consulting: Elsa Brisson provided information about the free food safety classes she has been offering and her free nutrition group that meets the second Monday of every month. More information can be found on her websites: <http://foodfundamentals.net/index.html> and <https://foodsafetyfundamentals.net/index.html>.

America's Job Centers of California, Monterey County Workforce Development Board: Lucy Iracheta, the new One Stop Operator, introduced herself and informed the group that the AJCC has moved to a new location in Downtown Salinas (344 Salinas Street). The AJCC is trying to virtually enroll and serve adults, dislocated workers, and youth in their career services and job training programs. Christopher Devers (MCOE) requested more information about their programs and services, eligibility criteria, and referral processes. Lucy will send this information to Kristen to share with the group.

SVAEC and CAEP Updates & Announcements

The Consortium's Student Outreach & Support Specialist, Christian Regalado, shared this announcement:

- The SVAEC will hold its bilingual Parent Support Workshop on June 18 at 7pm. Open to anyone, the focus will be on Social Emotional Learning and how parents can effectively teach and support their children's growth at home. At the time of this announcement, 78 participants had registered. It will be presented (and recorded) in English and Spanish, with trainer Tim Amaral (Salinas Adult School teacher) conducting the workshop and Margarita Palacios (Principal for North Monterey County) providing simultaneous Spanish translation.

The Consortium Director shared this announcement:



- Two SVAEC Members – North Monterey County and MCOE – received notification that they will receive WIOA II funding for the first time, starting in Fiscal Year 2020-21. Together with the Adult Schools of Soledad, Salinas, and Gonzales, who have received WIOA II funding for years, this makes five out of seven SVAEC Members WIOA recipients. Award amounts have not yet been announced.

Action Items

20-21 Steering Committee Meeting Schedule

Kristen briefly presented the new tentative 20-21 Steering Committee meeting schedule and mentioned it will continue to be held on the fourth Wednesday of the month at 2:30pm, with a few exceptions due to holidays or other conflicts. The proposed meeting dates are: July 22, August 5, September 16, October 21, November 18, January 20, February 17, March 17, April 21, May 19, June 16.

VOTE: Joe DeRuosi (MCOE) motioned to approve the 20-21 Steering Committee Meeting schedule as presented; Ana Gonzalez (Hartnell) seconded the motion; there were no questions, comments, or discussion; all seven Member Districts voted in favor; motion carried.

20-21 Consortium Shared Funds Allocation

The Consortium Director informed the group that SVAEC staff, Maria De Leon and Christian Regalado, agreed to leave this portion of the meeting, during which the funding for their positions will be discussed.

At the May 27 Steering Committee Meeting, in light of the 12.1% reduction to the Consortium's CAEP funding, it was suggested that the SVAEC Shared Funds be reviewed to see if any amount of those funds could be reallocated to Members in order to "soften the blow" to programs providing direct student services. The Director presented several models with varying amounts of funding for the Shared Fund and varying levels of staff position reductions. She also reviewed the primary roles and responsibilities of the two Program Assistant positions. With the 12.1% reduction, the Shared Funds will not be able to support the three current SVAEC positions at 100% (Director, Program Assistant II, and Program Assistant I), regardless of additional reductions to the Shared Funds made by the Members. [See the Supplemental Materials folder for details.]

The Member Districts had expressed that they highly value the Consortium staff and they would like to find a way to not cut or reduce the positions; if the positions must be reduced, it was agreed that everything would be done to not cut them below 30 hours per week. Both Paige Leebrick (SMCJUHS) and Ana Gonzalez (Hartnell) said they could help provide some funding for the positions, if needed. Ana G. informed the Members that Hartnell was willing and able to contribute \$50,000 to help the Consortium fund the two positions. Kristen had worked with Ana G. on some potential cost-sharing models, which would split the PAI and PAII positions between the SVAEC and Hartnell's Adult Education program. This solution would keep all positions at 100%, but only if the Consortium's allocation is restored to the 19-20 level; if the 12.1% reduction remains intact, even with Hartnell's contribution and potential contributions from other Members, it is highly likely that the positions will need to be reduced. Ana Aguillon (SUHSD) asked if any Members will have carryover and, if so, if that could be used to fund these positions, even temporarily. All agreed that it would be good to look at the carryover, although very few Members believe they will have any carryover; the carryover amounts will be confirmed by the end of July. Depending on the Consortium's final allocation, an additional \$30,000 might be needed to keep the PA I and PA II positions at 100%; if the other Members pitched in, this would be \$5,000 per Member.



The Members decided to table this discussion and vote until there is a clearer picture of what the budget will be for 2020-21, with both the new allocation and any potential 19-20 carryover. This item will be addressed at the July 22 Steering Committee meeting.

VOTE: TABLED

20-21 Revised Consortium Allocation Schedule

Although it appears that the Consortium's funding might be restored to its FY2019-20 level, based on the State Legislature's recommendation, the budget will remain uncertain until the Governor signs the revised version at the end of June. The SVAEC must make funding decisions based on the current official CAEP allocation issued in the May Revise of the Governor's Budget, which reduced the CAEP's preliminary 20-21 allocation by over 12.1%. The SVAEC must submit and approve a 20-21 allocation schedule in NOVA by June 30 based on the reduced allocation amount: \$3,379,907. Kristen again presented the Consortium allocation schedule reflecting an across-the-board 12.1055% reduction of Member District allocations, the Shared Fund allocation, and the 5% Admin.

VOTE: Ana Aguillon (SUHSD) moved to approve the revised 20-21 Consortium Allocation Schedule that totals \$3,379,907 and reflects an across-the-board 12.1055% reduction from the preliminary 20-21 allocation schedule; Jeff Lopez (SUSD) seconded the motion; no further discussion was held; all seven Member Districts voted in favor; motion carried.

Discussion Items

20-21 Prioritizing and Planning

Kristen went over the Revised 20-21 Annual Planning Schedule and the group discussed and agreed on revising some (but not all) of the deadlines, given the uncertainty of the budget. The draft of the 20-21 Consortium Annual Plan will be discussed at the 7/22 Steering Committee meeting, the final draft will be voted on at the 8/5 Steering Committee meeting, and the final approved version will be submitted to the state by 8/15. The Consortium Shared Fund Workplan will be revisited at the 7/22 meeting. The Member Workplans will be revisited at the 8/5 Steering Committee meeting and will likely be voted on either at the 9/16 Regular Steering Committee meeting or an earlier Special Meeting.

Information Items

CAEP Funds Restricted

Kristen communicated reminders from the State about the CAEP funding guidance: these California Adult Education Program funds are restricted to adult education programming; funds may only be spent on activities that serve adults who are 18 years or older and fall under at least one of the seven program areas; spending must align with the Consortium-approved Member Workplans, Consortium Annual Plan, and Consortium 3-Year Plan; and the CAEP funds must be kept by Member Districts in a separate Adult Education Fund. Members were advised to review the recent Memo from the State CAEP Office regarding this matter. The Memo also reminds consortia of the Ed Code (84914) that outlines guidance related to the reduction of a Member's allocation. Emily Tsai Brownfield (NMCUSD) asked how other consortia are handling the situation with the May revise and legislature budget; Kristen said she would inform the group if she hears of alternative strategies for effectively handling the budget reduction/instability.

Data Support for Members

Maria De Leon, Program Assistant I, is training to become a CASAS assessment proctor so she can help Members with testing (remote or in-person). Maria has attended many data trainings and meetings and will eventually take on the primary data support responsibilities.



Q3 Student Data Report

Francisco Pinedo (SUSD Designee and SVAEC Data Support Consultant) presented the Quarter 3 student data for the Consortium. [See the Supplemental Materials folder for this PowerPoint Presentation.] Francisco and Kristen also pointed out some gaps in our data in TopsPro Enterprise that need to be addressed, including large numbers of students not assigned a program area and who have demographic data “unspecified.” We will continue holding TE Users Support Group meetings and working with Members to address these issues.

Members were reminded of the upcoming data report deadlines for Quarter 4/End-of-Year: WIOA due 7/15, CAEP due 8/1

Q3 Spending Report

The Quarter 3 Spending Report was tabled. Members were reminded that Q3 Expenditure Reports must be certified in NOVA by the Director by June 30; notify her immediately if any changes need to be made to your reports.

Member Deliverables

Kristen briefly reviewed the list of upcoming deliverables. [See Meeting PowerPoint Presentation in the Supplemental Materials folder.]

She asked members to start working on the narrative of their Period 2 Progress Report and have it ready by mid-July (she would send the revised template out). These reports are needed to complete the Consortium Annual Plan. This year some new questions will be added related to Distance Learning, COVID19 Response, Budget Constraints, and Racial Equity.

Members were also reminded to send any outstanding invoices to the Consortium staff as soon as possible; by July 15 at the latest. Q4 expenditure are due in Smartsheets by July 15 and in NOVA by September 1 (to be certified by September 30). Program Area Reports for 2019-20 are due on September 1 in NOVA (estimates only); these must include the number of instructional hours by program area and spending by program area for all funding sources; actuals will be due in NOVA in December.

Director’s Report

Consortium Director reported the following:

- She and Members recently met with Assemblymember Robert Rivas and the office of Senator Ana Caballero to provide updates on the Consortium’s programs, students, outcomes, etc. and to ask for ongoing support for Adult Education. The SVAEC Advocacy Team that led this effort was acknowledged and thanked. The materials they developed and shared with the legislators were shared with the group and made available in the Supplemental Materials folder.
- The 18-19 Community Needs Assessment Summary Report was recently finished. The report was shown briefly to the group; the digital version was made available in the Supplemental Materials folder and on the SVAEC website. Francisco Pinedo (SUSD) suggested that a hard copy of the report be sent to our local representatives; everyone agreed.
- Planning continues for the Job Readiness Workshops to be provided by SVAEC Members for the Monterey County Workforce Development Board. The MCWDB wants to know what the Consortium can offer online, as all workshops will need to be offered virtually until further notice. The hope is that some workshops will be offered as hybrid or in-person eventually; the MCWDB has a new



training space in its new location in downtown Salinas, which includes a computer lab. They are still finalizing the agreement for this; the hope is to start implementing in July.

- Consortium marketing projects have ramped up and are being wrapped up by July. The SVAEC website and logo are getting a makeover; Christian has been working with our consultants to increase our social media presence and conduct some online advertising; and we hope to have a radio ad campaign in the near future. Members must keep the Consortium updated on their programs and services so we have accurate information to share with the community.
- The SVAEC Distance Learning PLC wrapped up last Thursday. All workgroups did a final presentation on their projects and recommendations. Participation in the PLC was very high (30 total, with all seven Member Districts represented, including teachers, staff, and administrators), and the participants indicated that they would like to continue the PLC in the 20-21. The Director said that it is unclear whether or not there will be funding in 20-21 to compensate teachers for participating in the PLC, but the Consortium would certainly like to continue coordinating it.

Final questions, comments, and reminders

Next Regular Steering Committee Meeting: July 22, 2020 at 2:30 p.m. (virtual)

Parent Workshop on Social Emotional Learning: June 18, 7-9pm (virtual)

The meeting was adjourned at 4:53 p.m.

Minutes prepared by Maria De Leon and Kristen Arps