



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
August 5, 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
Gloria Adame, <i>Adult Ed Instructor</i>	Gonzales Adult School
Aidee Farias, <i>Data and Marketing Specialist</i>	Hartnell College
Laura Zavala, <i>HEP Director</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Aida Ramirez, <i>Director of Educational Options</i>	North Monterey County Unified School District
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Kristen Arps, <i>Director</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC

Guests/Other Attendees	Affiliation
Luis Ernesto Vela, <i>Assistant Superintendent Student Services and Member of Alternative Education Program</i>	Monterey County Office of Education
Cathy Andrews, <i>Senior Librarian</i>	Salinas Public Library

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

The meeting was called to order at 2:35 p.m. by Kristen Arps, SVAEC Director.

Roll call was held and it was confirmed that five board-approved Designees from the seven Member Districts were present, making 71% 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.

Approval of Agenda

VOTE: Tatiana Roganova (SUHSD) motioned to approve the agenda; Joseph DeRuosi (MCOE) seconded the motion; there were no questions, comments, or discussion; 5 of 7 Member Districts present voted in favor; motion carried.

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

Monterey County Office of Education: Reported that 279 out of about 700 inmates and about 11 deputies tested COVID-19 positive in the Monterey County jail. They are working on getting class schedule ready for the fall. Inmates who have been released continue getting assistance from their office. They will continue working with the two units as they did during the summer.



Salinas Adult School: They had a drive-thru testing and registration day in the school's parking lot. About 22 ESL students and 16 High School Diploma students were served that day. They observed all possible rules. They will continue testing students with their District's approval.

Salinas Public library: Informed that they, in conjunction with other agencies in Salinas, are offering a free and virtual Business Boot Camp. This boot camp is reaching out women who are entrepreneurs. It is offered on Saturdays and directed to Spanish speakers, who started a business, want to start a business, or need a business plan. They will offer an intense virtual program once a month for eight months in September. Everybody was asked to share with community and students. The Salinas Library continues offering curb side services in one of their branches. They are accepting books and materials returns in three branches. They are open Monday through Friday 10:00 a.m. to 2:00 p.m. and they are planning on having later and Saturday hours in other branches as well as planning on having them open to accommodate people who do not have access to a computer at home. They continue having virtual resources available and free digital access library card. They are planning on having workforce and job search resources soon.

North Monterey County: Their emphasis is on making sure that all students have access to technology. The District plans to invite parents to come and obtain information on how they can connect to their classes via zoom. They invited about eighteen to twenty-two migrant students to the ESL classes.

Action Items

20-21 Revised Consortium Annual Plan: Review, discuss, and vote to approve

- This Consortium Plan is a high-level overview; not detailed like the Members Plans.
- All present had the opportunity to review the Plan Draft in detail, made questions and comments, discussed and agreed on a few minor changes.
- Consortium Annual Plan is due to the State and Members will approve it in NOVA on August 15.
- Members voted with the understanding that suggestions will be incorporated in the report. It was agreed that they are voting on the content concept not the final product.

VOTE: Tatiana Roganova (SUHSD) moved to approve it. Joseph DeRuosi (MCOE) seconded it. there were no questions, comments, or discussion; 5 of 7 Member Districts present voted in favor; motion carried.

Discussion Items

20-21 Shared Fund Annual Work plan: Use of carryover

Director of the Consortium informed everybody that there is about \$70,000 of carry over in the shared funds related to the 19-20 fiscal year. She shared that about 90% of the shared funds is used for the three consortium positions. 20-21 additional activities will be covered with the carry over. All present had the opportunity to discuss the following priorities: professional development, marketing, Distance Learning PLCs, professional learning communities, student support; which include events, workshops, how to videos, and student engagement. Members agreed that their number one priority is to continue with Distance learning PLCs and professional development.

20-21 Member Annual Workplans: Highlight changes

Member Annual Workplans will be discussed more in detail and vote in the September 16 Steering Committee Meeting. Members were given the opportunity to give highlights.

North Monterey County: They will keep program as it was the in 19-20 year. They will allocate more funding towards technology for students. They will keep Microsoft office suite trainings. They developed the lessons for their driver's education class and they are talking to ESL and GED teachers to infuse some of the information into the ESL classes. Questions/Comments: Candice will share some ideas with Margarita regarding the driver's education class.



Gonzales Adult School: Pertaining to adult basic education and HSE, they are expanding from three areas that they did last year to 4 areas. They are going to do ESL workforce readiness emphasizing in childhood success. They are reconfiguring ABE/ASE virtual classroom doing it by level instead of multilevel. An office clerk was hired to capture all pieces of data. There are curriculum changes with HiSET and High School diploma. They increased the number of hours to help support student retention. They allocated \$4,000 to support in person computer literacy classes next semester. If in person classes are not possible, they will shift funds to student support and have a HUBs for drop in hours. They will partner with K-12 site. They will bring the family literacy project back via remote or in person.

Questions/Comments: none

Soledad Adult School: They will have a reduction of sections in adult basic education, High School diploma and HiSET. They will start their teaching schedule later with Latino literacy one day a week virtually. Their childcare services were reduced. The citizenship class will not take place until 2021. Their main focus right now is enrollment. They will shift their classes into a hybrid program and face to face later. When enrollment increases, they will expand days and hours of instruction. When they go into hybrid, they will align with K-12 in terms of custodians' schedule.

Questions/Comments: none

Salinas:

SMC:

Hartnell: They are discontinuing the 19-20 partial funds allocated to DSPS counselor that was supporting non-credit ESL students with disabilities. The number of students was not substantially enough to justify that amount going to that position. This year they are working collaboratively with Kirsten's team and help support Christian and Maria's position. They will support Hartnell Adult Ed office. They will grow and develop their non-credit ESL classes program. Informed that their Adult Education instructors are paid through the college's general funds. They will continue working collaboratively with Hartnell HEP. Their student technical and supplies needs are their priority this coming year. They will monitor their office supplies orders.

Questions/Comments: none

MCOE: They adopted the new distance learning ATLO. Their learning platforms are the same and will continue using them. The Peer Professional III full time position was filled. This position will be supporting their students in the jail ATLO machines can deliver canvas through their system so they will work collaboratively with Ana Gonzales and have Hartnell teachers utilize it in the jail.

Questions/Comments: none

Final questions, comments, and reminders; adjourn

Reminders

The outreach and recruitment report in the shared Google folder. The SVAEC homepage and a couple of other pages went live today. An email will be sent out to everybody.

Related to professional development the Director of the Consortium informed that there will be a Trauma Informed Teaching webinar. This is in collaboration with Gavilan College and their consortium such as Santa Cruz and Monterey peninsula Consortium. This webinar will be offered on August 6 from 9:00 a.m. to 12:30 p.m. The invitation has been sent out to everybody.

There will be a webinar on Program Area Reports on August 20. Everybody was reminded that the Consortium can provide assistance with program area reports if requested.

The Director of the Consortium informed everybody that CAEP is starting their Regional Network meetings, Directors Event, and CAEP summit

The Consortium is holding a Regional Adult Education meeting on intake, testing, orientation and onboarding next Tuesday, August 11 from 1:00 p.m. to 3:00 p.m. The Consortium office sent out the invite and the Zoom meeting information to everybody.



Member Deliverables

Members who have not submitted their Q4 reports were reminded to post their Q4 expenditure reports in Smartsheets. The Consortium office will put Q4 figures in NOVA by September 1. Members will review those figures and approve them in NOVA.

The Program Area reports are due on September 1. Members will do a final review and vote on the September 16 Steering Committee meeting. The reports are due in NOVA on September 30.

Members who have not submitted their Biannual Progress reports were reminded to submit theirs to Kristen.

Updates

Everybody was asked to share their class schedule offerings with Christian as well any type of material they may have like flyers, etc.

Maria reminded everybody that she is available to assist with remote testing, e-testing and paper testing.

Next Regular Steering Committee Meeting: September 16, 2020 at 2:30 p.m. (Virtual)

The meeting was adjourned at 5:10 p.m.

Minutes prepared by Maria De Leon and Kristen Arps