



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
October 21, 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
Aida Ramirez <i>Director, Educational Options</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
Alma Loreda, <i>Salinas Valley Health Professions Pathway Partnership Parent Organizer</i>	Hartnell College
Laura Zavala, <i>HEP Director</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liason</i>	Monterey County Office of Education
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Ana Mendoza, <i>ESL Specialist</i>	Salinas Adult School
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School
Veronica Munoz, <i>Accountant</i>	Salinas Adult School
Susan Landesman, <i>Program Specialist</i>	Salinas Adult School

Guests/Other Attendees	Affiliation
Hayley Mears, <i>Workforce Development Program Manager</i>	Monterey Bay Economic Partnership

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

The meeting was called to order at 2:35 p.m. by Ana Gonzalez, Director of Continuing Education at Hartnell College

Roll call was held and it was confirmed that 6 board-approved Designees from the seven Member Districts were present, making 86% 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: Joe DeRuosi (MCOE) motioned to approve the agenda; Margarita Palacios (NMCUSD) seconded the motion; there were no questions, comments, or discussion; 6 of 7 Member Districts present voted in favor; motion carried.

Approval of Minutes

Minutes were not presented

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

Director of the office of the Hartnell Adult Education office Ana Gonzalez 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.

Hayley Mears, *Workforce Development Program Manager* from Monterey Bay Economic Partnership introduced herself to the group. She shared information about upcoming events, provided information about free resources including their website for jobseekers. Next week, the Monterey Bay Economic Partnership is hosting a free workshop on features and how to use the website. Everyone was invited. This workshop will



take place October 27 from 2:00 p. m.-3:00 p.m. Access to the flyers was available through the chat box. For those who cannot attend, the recording of the workshop will be provided in their website. They have resources, in their website, that could convert any searches in Spanish as well as their website counts with language features. She showed interest on partnering with the Consortium to offer workshops in Spanish.

Member & Partner Updates and Announcements

Monterey County Office of Education: They started classes with group one in the county jail with a group of 6 students. Their goal is to serve 24 students out of 50 students a week. They incorporated CASAS into ATLO. They count with 14 Chromebook and 6 desk stations assigned for HiSET testing and other certification testing.

Hartnell: They completed their first 8 week sections of noncredit ESL. They will start another group of 8 week sections. Ana informed that Hartnell announced that Spring semester will be offered online. She mentioned that last night she and ESL Hartnell faculty presented to the Hartnell Board. They were requested to present on the ESL program. The Hartnell Board is happy that the ESL Hartnell is part of the consortium, and that they are partners with MCOE and the adult schools. Next month FIELD will be asked to do a presentation to the board. Ana announced ESL workshops held on Monday evenings in both English and Spanish. Flyers available in the shared google folder.

North Monterey County: They are inviting people to do parking lot testing from 2:00 p.m. -3:00 p.m. They created their first video to showcase the adult school.

Salinas Adult School: They are doing HiSET paper testing in the morning, afternoon, and evening. They will have GED testing soon. Yesterday, they did post testing to over 30 people in the parking lot. They are doing remote CASAS testing one-on-one and are working on getting 5 testers with one proctor. They are loaning Chromebooks and hotspots to their students. Salinas Adult School is doing marketing. Ana Mendoza is getting flyers and letters to companies. They were in Telemundo two weeks ago as well as in various radio stations.

Gonzales Adult School: They are pre testing and post testing students next week. They are having no more than 5 students. Gonzales Adult School is working on collaboration with HEP. They are testing in person on Mondays and Fridays at Hartnell College and every other on Wednesday in the morning and evening, in Gonzales Adult School. On Wednesdays in Gonzales Adult School, testing is open for students outside of the school. They are doing both paper and computer base testing. Students are required to preregister. They are offering workforce readiness workshops the 30th of this month. If the majority of the participants speak Spanish, the workshop will be offered in that language. They are hoping that measure K passes so the school receives a bond.

Soledad: They are trying to do HiSET testing and asked Gonzales to give them some information related to the HiSET testing. They continue to register students into classes. Soledad Adult School is using Canvas as their teaching platform. They had their Literacy Program pumpkin patch.

South Monterey County: They ordered more computers and hotspots. They started classes ESL classes. South Monterey County had one student pass their citizenship class and that same student is working on her High School diploma. They reported that they doubled their numbers in their HiSET and High School Diploma classes. South Monterey County is switching from Oddisseyware to EdGenuity.

Salinas Public Library: Announced workshops related to Alzheimer in Spanish and English. Flyer available in the shared google folder.

High School Equivalency Program: They in collaboration with Gonzales Adult School started HiSET paper and computer testing. They tested 11 students. They went through the Hartnell College and public safety office of the college to get approval to start in person testing. They graduated 5 students, 2 of those 5 are students from South County. Laura Zavala mentioned that there are a few seats available in the morning for testing. HEP reported that their Annual Performance report was due in October. They graduated 77 students and had a 90% completion rate.



They reported that they are at 83% placement, which has not reached in previous years. Laura Zavala met with El Consulado Mexicano in San Jose to create connection. She mentioned that the Consulado is interested in serving Young people who are from Mexican descendants. It was mentioned that years ago some members of the consortium worked on collaboration with Plaza Comunitaria. It was mentioned that perhaps that could be another link.

Action Items

None

Discussion Items

Consortium Director Position Vacancy – update

Joe DeRuosi and Ana Gonzalez provided everyone with an update and timeline of the process to review applications, interviews, and hire of the new SVAEC Director.

Professional Learning Community: combined (discuss pay for teacher's participation)

\$3,000 per member were allocated from shared funds for Professional Learning Community teacher's participation. Francisco asked everyone reflect on what is doable regarding PLC's implementation as well as have people from each agency represent in the PLC meetings. Discussion about the idea of combining PLCs meetings with WIOA was brought up. It was recommended to have the last part of the PLC meeting for WIOA recipients. Francisco, will email everybody to collect information regarding dates and logistics and date to have the initial PLC meeting this year. Next meeting, Francisco will share more information related to logistics, dates, number of meetings, and Ana Gonzalez will bring information about the reimbursement process.

Discuss Purchase of Subscription to NorthStar Digital Literacy using Shared Funds

Susan Landesman provided everyone with information related digital literacy assessment tool. She mentioned that Salinas Adult School has been using it. They use digital literacy as a placement tool, help placed students in computer classes. Anyone can go into this system and assess themselves. Students can self-assess. With the purchase of the subscription, everyone could become as tester center. The cost is \$500.00 one site or \$1,200.00 for multiple centers. Testing could be done remotely. Sue proposed that the Consortium continues to pay for digital literacy services from the shared funds. At least three members showed interest on using this tool. Ana will research on the process of getting this approve since this expense will be paid from shared funds. An opportunity was given to everyone to reflect and agreed the purchase of the software. An email from Members motioning this purchase will follow up (Margarita Palacios from NMCUSD motioned it, Joseph DeRuosi from MCOE seconded it)

Collaboration with the Super Region for a 2-hour PD workshop on SEL; cost of up to \$100.00 (tentative a Friday in November)

Everyone had the opportunity to reflect and agreed to support with \$100.00 for the purpose of collaborating with the Super Region for the Social Emotional Learning workshop. All SVAEC faculty, staff, and administrators will be invited. An email from the office requesting a special meeting to approve this expense will follow up.

Information Items

Monthly Student Outreach & Support Report

Christian Regalado reported about upcoming the Job Career Fair workshop and will send the flyer to everyone. He presented the new version of the SVAEC trifold which is also located in the SVAEC's website. Christian will create links to have it connected with all the SVAEC members' websites. He will email SVAEC trifold to members to give them the opportunity to review and give feedback. He informed about the



upcoming SEL workshop and informed that about 30 people are registered for it. Christian talked about the joined effort that he and Maria De Leon have been doing to support the Consortium and adult learners. Maria continues providing technical support, and creating “how to Spanish videos” as well as a video related to remote testing to help adult students in the Consortium. There are about 460 people who have visited Maria’s videos. Christian presented data and tables related to the webpages people have visited the most. The Consortium will continue to house student success stories in their SVAEC webpage. The Monthly Student Outreach & Support Report is available in the Shared Google folder.

CAEP Directors Webinar

Link to the recording and webinar materials were provided to everyone. Power Point related to Data and Accountability is included in the link.

(<https://caladulthood.org/Administrators/57>)

CAEPS’s newsletter

Link to the CAEP Newsletter was provided to everyone. Reminder about the appropriate use of CAEP funds.

(<https://caladulthood.org/Newsletters>)

CAEP Summit

Everyone was reminded about the upcoming CAEP Summit scheduled for October 26 to October 29. Everyone agreed to not oppose to support members who want to send teachers. Their recommendation was to build it into their annual budget plan for future years. Parameters around it were discussed. Everyone agreed to send three teachers, two days, up to \$600.00 per member. Teachers who are reimbursed will be asked to present in a PLC meeting. Not all members will need to be reimbursed because they are covering that expense with their own funds.

Updated CAEP Beginning of Year Letter includes the New Quarterly Data Submission Wizard

Ana mentioned about the new process about submitting their data reports. Francisco brief explained about the new quarterly data submission wizard as well as informed everyone of the upcoming TE Users meeting on October 22. He will train participants on how to submit data using the new wizard.

Final questions, comments, and reminders; adjourn

Everyone was reminded about the upcoming deadlines.

Oct 15 Q1 Expenditure reports due to consortium in Smartsheets (July 1 – Sept 30)

Oct 30: FY20-21 Member Program Year Budget and Work Plan certified by Consortia in NOVA (has already been certified)

Oct 31: Student data due in TOPSPro (Q1)

Nov 18: Next steering committee meeting

Dec 1: Q1 Expenditure reports due to State in NOVA (July 1 – Sept 30)

Dec 1: FY19-20 Expenditure and Instructional hours by Program Area due to State in NOVA (actuals)

Dec 31: Q1 Expenditure reports certified by Director in NOVA

Dec 31: FY19-20 Expenditures and Instructional hours by Program Area certified by Director in NOVA

Dec 31: All FY19-20 carryover funds must be spent (unspent funds will be reallocated by Consortium)

SEL Reminder (October 23 from 7:00 p.m. – 9:15 p.m. (flyer in Google Shared Folder)

Monthly Student Outreach & Support Report (in Google Shared Folder)

Next Regular Steering Committee Meeting: November 18, 2020 at 2:30 p.m. (Virtual)

The meeting was adjourned at 4:47 p.m.

Minutes prepared by Maria De Leon and Ana Gonzalez