



**Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting
February 17, 2021 | 2:30 – 5:00 p.m.
VIRTUAL MEETING**

Zoom Meeting Link & Dial-In:

<https://cccconfer.zoom.us/j/96913808496> | Dial: +1 669 900 6833, Meeting ID: 969 1380 8496

Meeting materials in public Google Drive folder:

<https://tinyurl.com/SVAEC-20-21>

NOTES:

- Agenda items must be submitted to the Director five (5) days prior to the meeting.
- All Member Districts must provide notification to the Director at least five (5) days prior to the meeting if there will be no Designee present at the meeting (in person or virtually).

AGENDA

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|--------------------|---|
| 2:30 – 2:40 | Call to order <ul style="list-style-type: none">• Roll call/establish quorum• Guest introductions• Approve meeting agenda and prior meeting minutes |
| 2:40 – 2:50 | Public Comments <i>(3 minutes max per person – anyone is welcome to speak and/or type comments in the chat box of the Zoom meeting)</i> |
| 2:50 – 3:10 | Member & Partner Program Updates & Announcements <i>(2 minutes max per agency)</i> |
| 3:10 – 3:40 | Action Items <ul style="list-style-type: none">• 21-22 allocation Schedule and Fund Distribution Model
• Monterey County Workforce Development Board Agreement<ul style="list-style-type: none">○ Motion to change the dates of the agreement<ul style="list-style-type: none">▪ Dates 21-22 and 22-23○ Meeting at the end of February with Teachers and Members<ul style="list-style-type: none">▪ Presentation of amendment▪ Q&A with Teachers○ List of workshops and teacher availability
• Next Steps PLC Meeting<ul style="list-style-type: none">○ Outcomes of PLC Meeting<ul style="list-style-type: none">▪ Postpone PLC until next year▪ Hire Tim Amaral for SEL workshop▪ Establish timeline○ If we decide to postpone the PLCs<ul style="list-style-type: none">▪ Motion to postpone PLCs till next year▪ Motion to do SEL workshop for Teachers and Staff▪ Motion to carry over PLC budget to next year▪ Motion to return PLC budget to the Shared fund |



- Motion to pay for Teachers \$X/hr for attending workshop
- Motion to invite Teachers from other consortia
- Determine timeline for social/emotional learning workshops
 - February 18: plan workshop
 - March: do workshop
 - April: debrief/reflection on workshop
 - May: preliminary planning for PLCs for next year

3:40 – 4:40

Discussion Items

- Planning Support Meeting between March and April
- Member Annual Workplan Drafts Due
 - *April 17th is a Saturday. Members submit on Friday April 16th
 - Member Annual Workplan available to Members on February 22
- SAVE the Date 2021 Summer CASAS Institute: June 17-18 & June 22-23. Registrations opened on January 15th
 - Registration @ \$175/person, # of people attending, # of days
- Review State and Consortium Expenditure Targets

SPENDING TARGETS*	Q1	Q2	Q3	Q4	Underspending Policy
State	15%	30%	45%	60%	Corrective Action Plan w/ Targeted Technical Assistance
Consortium	15%	35%	65%	85%	Flag for review, action determined case-by-case

- Q2 Expenditures Due in NOVA
 - March 1st
 - Below Target: Corrective Action Plan
 - Summary of Activities
- DACA Hours Verification of Enrollment
- Hartnell-FIELD ISA

4:40 – 4:50

Information Items *(if time allows)*

- Monthly Student Outreach & Support Report (located in the Shared Google Folder)
- Student Data Templates for Quarterly Reports for Steering Committee

4:50 – 5:00

Final questions, comments, and reminders; adjourn

- **Feb 28:** Preliminary allocations for 2021-2022 and 2022-2023
- **TE Users Meeting:** February 25th at 3:00 p.m.
- **PLC Meeting:** February 18th at 3:00 p.m.
- **Q2 expenditures due to the State in NOVA:** March 1st
- **Closeout of 18-19 funds:** March 1st certified by Director in NOVA
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15th

Next Regular Steering Committee Meeting: **March 17, 2021 at 2:30 p.m. (virtual)**