



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
November 18, 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 González <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 (SMCJUHSU)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHSU)	X	



Others in Attendance:

Other Member District Representatives	District/School
Gloria Adame, <i>Adult Ed Instructor</i>	Gonzales Adult School
Laura Zavala, <i>HEP Director</i>	Hartnell College
Dina Uribe, <i>Program Assitant I</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult 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

Guests/Other Attendees	Affiliation
Marlene Guzman	Central Coast Energy Services
Lizbeth Carmona	Central Coast Energy Services

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

Ana González, Director of Continuing Education, at Hartnell College, called the meeting to order at 2:37 p.m.

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: Tatiana Roganova (SUHSD) motioned to approve the agenda; Francisco Pinedo (SUSD); seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

Approval of Minutes

VOTE: Joseph DeRuosi (MCOE) motioned to approve the minutes from 9.16.20 and 10.21.20 meetings; Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion the 6 members 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

Ana González 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.

Ana González welcomed and introduced guests Marlene Guzman and Lizbeth Carmona from Central Coast Energy Services.

Christian Regalado spoke on behalf of Cathy Andrews. Cathy would like to do a presentation during the next Steering Committee meeting in January. She will be presenting on the library’s interactive tools.



Member & Partner Updates and Announcements

Monterey County Office of Education: WIOA II award situated in the system. They currently have one cohort in the jail and planning to expand it to 3 cohorts. They are continuing services through distance learning in the county jail.

Hartnell: Agreement between SVAEC and workforce agreement was approved by the Hartnell Board. Ana will follow up with those that indicated interest. Moving forward toward the next phase for those who will offering classes. Also, Hartnell will be offering a limited i- person study area for their students. This service will start after the Thanksgiving holiday. Hartnell students will be notified via email. Ana González informed everyone that the planed presentation to the Hartnell Board by a local nonprofit did not take place.

North Monterey County: They are continuing offering classes virtually. They found an interpreter who will be assisting their students during their social emotional learning presentations.

Salinas Adult School: Tatiana Roganova thanked Ana Mendoza and Araceli Maupin for their efforts to organize testing services. They have tested 130 students and post tested 100 students. About 40 students were tested online. Testing is being done inside the building as well as in the parking lot. The District planned on bringing small cohorts to the campus but they put it on hold for now. They are offering limited HiSET in some areas.

Gonzales Adult School: not available to present

Soledad: They had their first in person HiSET testing; they tested about 7 students. The District had a Health Day. Their students are using CANVAS. Students are using ProctorU. They are planning on having CASAS testing in January. CNA students are offering free flu vaccination services in Soledad.

South Monterey County: They received equipment and distributed it to students. They are planning on doing testing in December. They continue enrolling students in their HiSET and High School classes. They had 5 enrolled in the last week.

High School Equivalency Program: They continue offering classes virtually and continue offering HiSET testing on Mondays and Fridays with limited spaces in partnership with Gonzales. They had 11 graduates and some of those students already signed up for Hartnell classes.

Action Items None

Discussion Items

Presentation by Central Coast Energy Services (Payment Assistance Program)

Presentation and materials are available in the Shared Google folder.

Hartnell High School Equivalency Program (HEP Competition)

Presentation and materials are available in the Shared Google folder.

CAEP Summit Highlights and Reimbursement Process (\$600/member @ 2 days up 3 teachers)

Attendees who participated in the CAEP Summit shared some highlights. Greg Ludwa and Tim Amaral presented in the CAEP Summit this year. Members will email Ana González and Maria if they will be requesting funds for attendees.

Professional Learning Community (date, time & effort sheet, logistics)

Ana González presented a draft document and reviewed it for input. Everyone present agreed to have PLC meetings in a monthly basis starting in January. The workgroups members are interested in continuing are: Data, ESL/Citizenship, CTE/ABE/ASE combined together; Non-instructional Student Support Services combined with Parent



Support. Ana asked if someone is interested in becoming the Lead, or to nominate someone, to please email her and Maria. The main focus of these meetings will be ESL and Distance Learning. Another workgroup will be added, if needed. Each member district was allocated \$3,000 to pay teachers attending and actively participating in these meetings. Each district will invoice the consortium and the consortium will reimburse the member district directly. Teachers actively participating will get paid by their district. Time and effort sheets will be required for back-up documentation. A copy of the PLC draft document is located in the Shared Google folder.

Information Items

Update on the Purchase of Subscription of NorthStar Digital Literacy

The consortium purchased NorthStar with shared funds. It is now available to all members. The check was mailed out yesterday and a sign up spreadsheet was sent out to members. Members interested in having access to this service were asked to reply back to Maria.

Monthly Student Outreach & Support Report

Christian Regalado reported about the joined effort that he and Maria De Leon have been doing to support the Consortium and adult learners. Christian shared marketing strategies and ideas that he learned during the CAEP Summit. The Monthly Student Outreach & Support Report is available in the Shared Google folder.

CAEPS's newsletter (<https://caladulted.org/Newsletters>)

Tabled

Social Emotional Learning in Collaboration with the Super Region (Nov 20 at 2 p.m.)

Consortium Director Position Vacancy Update

Tabled

SVAEC Q1 Student Data and Budget Update

Tabled

Final questions, comments, and reminders; adjourn

Nov 20: Social Emotional Learning (at 2:00 p.m. flyer in Google Shared Folder)

Oct 31: Student data due in TOPSPro (Q1)

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)

Next Regular Steering Committee Meeting: **January 20, 2021 at 2:30 p.m. (virtual)**

The meeting was adjourned at 5:04p.m.

Minutes prepared by Maria De Leon and Ana González