



**Salinas Valley Adult Education Consortium (SVAEC)**  
**Regular Steering Committee Meeting Minutes**  
**February 17, 2021, 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:**

<b>SVAEC Member Designees</b>	<b>District/School</b>	<b>Present</b>	<b>Absent</b>
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Candice Camacho <i>Director, College &amp; 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 &amp; 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 &amp; 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 (Emily Tsai Brownfield, Substitute) <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 &amp; 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:**

<b>Other Member District Representatives</b>	<b>District/School</b>
Laura Zavala, <i>HEP Director</i>	Hartnell College
Fanny Salgado, <i>College Pathways Coordinator</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liaison</i>	MCOE Adult Education
Ivan Pagan, <i>SVAEC Director</i>	SVAEC
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Ana Mendoza, <i>ESL Program Specialist</i>	Salinas Adult School
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School

<b>Guests/Other Attendees</b>	<b>Affiliation</b>
Cathryn Wilkinson, <i>Vice President of Academic Affairs</i>	Hartnell College
Tamar Asatryan	FIELD

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

Ivan Pagan, Director of the Salinas Valley Adult Education Consortium, 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: Emily Tsai Brownfield (NMCUSD) motioned to approve the agenda; Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

**Approval of Minutes**

VOTE: Ana Gonzalez (Hartnell) motioned to approve the minutes from 1.20.21 meeting; Paige Leebrick (SMCJUHSD) seconded the motion; there were no questions, comments, or discussion; the 7 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**

Ivan Pagan 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.

Dr. Cathryn Wilkinson, Vice President of Academic Affairs, from Hartnell College, introduced herself to the members and thanked everyone for their collaboration through the adult education consortium.



## **Member & Partner Updates and Announcements**

South Monterey County: They reported that enrollment continues. They migrated to Teams and reported that ESL students are having technical issues related to the new teaching platform. Paige Leebrick asked members for support. They had a student who became a U.S citizen.

Soledad: Francisco Pinedo mentioned that Loaves, Fishes & Computers offers digital literacy workshops in Spanish and English. Francisco will reach out to Paige to provide their contact information. One of their students completed the High School Diploma. CASAS testing is a struggle but working on accomplishing testing.

Gonzales Adult School: They are receiving new students who are joining classes on a daily basis. They designated more time to assist students with onboarding. They are offering one-on-one tutoring for students on simple software programs. They refer students to Loaves, Fishes & Computers to take digital literacy courses. Teachers are given extra time to follow up with students. They are focusing on retention. On February 23<sup>rd</sup>, they will start in-person HiSET testing. They continue to have parking lot CASAS testing. Candice Camacho reported that they are starting another series of the Family Latino Literacy Project. They are hiring new teachers.

Monterey County Office of Education: They started course offerings at the county jail this week. They currently have 3 sections taught in the jail; continue doing transitional support to those students who are released; continue having CASAS in person testing with small groups of students; 8 at a time in the county jail. They continue to explore concurrent enrolment opportunities for high school students to complete their electives. They invested \$100,000 on digital tools, digital security system, and state of the art Chromebooks.

Hartnell: They started classes on January 25<sup>th</sup> with 9 sections; they reported that all sections are full. Ana Gonzalez thanked Fanny Salgado and Dina for continued support and for onboarding students; Ana also thanked Maria De Leon for helping students with technical support access and access to the teaching platforms. They continue offering online onboarding workshops on Monday and Wednesday with Fanny Salgado. Ana asked everyone to direct interested students to Fanny Salgado or Ana Gonzales. Ana asked everyone that if students are having technical issues to contact Ana Gonzales or Mostafa Ghaus. They are offering literacy workshops that may help students learn the basics on computers. Ana reported that with collaboration with MCOE, they had their first graduate who received an AA degree from prison.

HEP: They will start HiSET testing with Gonzales in the morning and afternoon. They will also restart HiSET testing in Soledad in the evening. HEP had an orientation today with 40 students who signed up. The spaces are limited but they reserved spaces for south county students. Laura Zavala asked everyone that if they know of seasonal farm workers who want to have their testing paid through HEP to send them to Laura Zavala.

Salinas Adult School: They had two student councils one at night for night students and one at morning for morning students. This year they had one virtual council. They received positive feedback from the students who attended the virtual council. Students want more online classes, showed interest in continuing with online classes, and want longer synchronous instruction. Salinas Adult School's clerks are



trained on remote CASAS testing. They are currently doing parking lot post CASAS remote testing. They reported that their High School diploma classes are full.

North Monterey County: Emily Tsai Brownfield reported on behalf of Margarita Palacios. They started CASAS remote testing; started parent series for student success. Students are learning about diagnostic assessment system, standards on how to support academics and learning at home, supporting attendance and truancy process and children's behavior; activities for family wellness and self-care. They started Microsoft Office skills courses. Students will receive a certificate of completion. They reported 30 new students in last few weeks. Enrollment in their citizenship class, High School diploma, and GED classes has increased. Computer literacy course got down due to the offering of Microsoft Office Skills courses. ESL classes continue to be strong,

### **Action Items**

#### **SVAEC 21-22 Allocation Schedule and Fund Distribution Model**

Document was shared with everyone prior to the meeting. Item was opened for comments. Emily Tsai Brownfield (NMCUSD) motioned to approve the SVAEC 21-22 Allocation Schedule and Fund Distribution Model; Gene Miller (SMCJUHSD) seconded the motion. There were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

#### **Monterey County Workforce Development Board Agreement**

Ivan Pagan offered a background related to the ratification of the agreement. The Hartnell Board ratified the agreement between Monterey County Workforce Development Board and Hartnell in November 2020 whereby the SVAEC will provide workshops for clients of the Monterey Workforce Development Board. Due to COVID crisis the Monterey County Workforce Development Board has not been able to organize the workshops. The Monterey County Workforce Development Board proposed an amendment to change the dates of the agreement from the current fiscal year 20-21 to the years 21-22 and 22-23, for a two-year time frame; all the other aspects of the agreement will remain as they are. If members approved that change, SVAEC need to proceed as follows; SVAEC members and teachers will need to meet with the Monterey County Workforce Development Board next week. Two things will be accomplished during that meeting. The Monterey County Workforce Development Board will present the amendment formally and the instructors will have a chance to address all their questions and concerns. SVAEC needs to organize the list of workshops and teacher availability. Maria shared the document with everybody through the Shared Google folder. Ivan recommended that document is shared directly with all SVAEC instructors with the understanding that the Directors have to approve any instructors before they are able to get them. Ivan proposed the following joint motion; first motion to approve the amendment to the agreement between the Monterey County Workforce Development Board and the SVAEC to change the dates of the agreement from this fiscal year 20-21 to 21-22 and 22-23 fiscal year; two year time frame; second motion is that members and teachers meet with the Workforce Development Board to address instructor's questions and concerns; third motion is shared the list of workshops and teacher availability document with all teachers with the understanding that all instructs have to be approved by their respective Directors. Ivan Pagan opened it up for discussion. Ivan asked for feedback on the date and time that would work best for instructors to attend this meeting. It was proposed between 3:00 to 5:00 p.m. on Friday, February 26<sup>th</sup>. Ivan will forward answers previously asked questions to the SVAEC members. There was a discussion about paying the teachers for attending from the shared budget. It was proposed to pay teachers at the District's hourly rate at 2 teachers per site. It was proposed to use funds from PLC budget. This meeting is not mandatory for members to attend but everyone was asked to forward questions and have a representative from each site. Joseph DeRuosi (MCOE) motioned to approve the joint motion; Tatiana Roganova (SUHSD) seconded the joint motion. The 7 members present voted in favor; joint motion carried.



## **Next Steps PLC Meeting**

PLC group met on January 28 from 3:00 to 5:00 p.m. People who attended the PLC meeting expressed the opinion to postpone the PLC meetings until next year. During that meeting it was proposed to offer the SEL workshop with Tim Amaral. They established a timeline for the SVAEC members' consideration. That timeline consists of planning the SEL workshop on February 18<sup>th</sup>, March meeting do the workshop, April meeting debrief/reflect on workshop, and May have a preliminary planning meeting for PLCs for next year. Ivan Pagan presented two set of joint motions; first set of joint motions related to what the consortium will do with the PLCs; second set of joint motions related to how the consortium will pay for those items. Ivan proposed to postpone the PLCs until next year; to do the Social Emotional workshop for teachers and staff; to authorize the attendance of 30 teachers and staff; to authorize the attendance of three people from each site at 21 from SVAEC; to authorize the attendance of nine people from neighboring consortia which the SVAEC would not pay for; and to approve the SEL timeline. Proposed joint motions were opened for discussion. Paige Leebrick (SMCJUHSD) motioned to approve the joint motion; Francisco Pinedo (SUSD) seconded the joint motion; there were no questions, comments, or discussion; the 7 members present voted in favor; joint motion carried. The next item was related to what to do with the PLC funds. After all the expenses for those items are covered, two options were presented; one to carry over the remainder of the PLC funds to the next fiscal year or, two, to use the money left from the PLCs this year. There are certain costs that need to be covered this fiscal year. First, to cover Tim Amaral's cost related to the SEL workshop at approximately \$500; cover the cost of instructors attending the workshop at approximately \$6,000. The workshop will be 4.5 hours long; Ivan proposed to pay a flat rate of \$200 per teacher with the following conditions; participants will have to be present the entire time; they must have their cameras on the entire time; they must not be working on other things simultaneously. The other item that has to be paid from the PLC budget this year is an invoice from Salinas Adult School for the amount of \$3,239.21 for last year's PLC-related cost. Ivan Pagan opened joint motions for discussion; first joint motion to use this year's PLC funds to cover Tim Amaral's cost at approximately \$500.00; second joint motion to pay SVAEC teachers at a flat \$200 per person to attend the SEL workshop a long as they meet the conditions already mentioned; third joint motion to pay the invoice for the amount of \$3,239.21 that was previously submitted by Salinas Adult School; fourth joint motion to carry over the remainder of the PLC budget to next year. There will be about \$9 to \$10,000 left from PLC allocated budget. Ana proposed to save funds for next fiscal year. There was a consensus to carry over the remainder to next fiscal year. Tim will make sure conditions for teachers attending the SEL workshop are met. Teachers will sign in and out. Tatiana Roganova (SUHSD) motioned to approve the joint motion; Joe DeRuosi (MCOE) seconded the joint motion. The 7 members present voted in favor; joint motion carried.

## **Discussion Items**

### **Planning Support Meeting between March and April**

Ivan Pagan informed everyone that planning support meetings will be scheduled between March and April.

### **Member Annual Workplan Drafts Due**

\*April 17<sup>th</sup> is a Saturday. Members submit their Member Annual Workplan drafts on Friday April 16<sup>th</sup>. Member Annual Workplan will available to Members on February 22.

### **SAVE the Date 2021 Summer CASAS Institute:**

June 17-18 & June 22-23. Registrations opened on January 15<sup>th</sup>. Registration @ \$175/person, # of people attending, # of days



## **Review State and Consortium Expenditure Targets**

Ivan did a brief review about expenditure state and consortium targets. Ivan reminded members that they must write a correction plan if targets are not met.

## **Q2 Expenditures Due in NOVA**

Due on March 1<sup>st</sup>. Members were reminded to write their corrective action plan if targets are not met and summary of activities.

## **DACA Hours Verification of Enrollment**

There was a consensus to release a verification of enrollment once the 12 hours of instruction are met. Laura Zavala mentioned that Mi CASA at Hartnell is providing information sessions on DACA.

## **Hartnell-FIELD ISA**

Ivan Pagan provided everyone with a background about a proposal that is on the table between Hartnell and FIELD. Ivan informed the SVAEC members that FIELD will provide instruction for the first two noncredit ESL classes that Hartnell offers and that the agreement will only be limited to those two classes. Everyone was informed that the President of Hartnell request that the consortium discuss this item so vies are documented. This agenda item was open for discussion and everyone was invited to express their views on this agreement as well as on how this agreement will impact the SVAEC, our community, and our students. A member inquired who was leading the agreement and if the President of the college was there to discuss it. Ivan informed that there was a representative from Hartnell. Dr. Wilkinson, Vice President of Academic Affairs gave a preliminary overview and mentioned that she has not discuss the agreement with a great length with the President. She also mentioned that she did not come to the meeting to speak on his behalf. She informed everyone that according to the conversation the President had with FIELD is that there are large numbers, maybe in the hundreds, of students who could be served through this collaboration that Hartnell is not serving right now. The idea of limiting it to the initial level courses on the noncredit ESL curriculum was a way to ensure that it did not eclipse the other offerings that are in place right now for ESL. It would be seen as a pathway. The President is looking at casing it very broadly and ensuring that students are served in as many ways as they can through the consortium, through FIELD, and through the Hartnell courses Dr. Wilkinson said. Members inquired clarification on the parties involved in the agreement. Ivan informed that this will be a partnership with Hartnell and FIELD and not directly with SVAEC. Hartnell is subcontracting with FIELD to provide services. Furthermore, Ivan mentioned that this may or may not represent a significant change to Hartnell's education plan but that it has to be evaluated and that Hartnell needs to make that determination. If they decide that it is a significant change to Hartnell's education plan, then they have to report that change to the SVAEC. Ana informed everyone that she had reviewed the Hartnell education plan that she submitted to the consortium. Hartnell education plan stipulates that they would be providing noncredit ESL classes. However, it does not outline how many sections or how many students. Therefore, based on that review Ana Gonzales does not believe that would change the Hartnell's education plan. Members asked that as a courtesy if this agreement impacts south county schools, to have a convening of all the south county schools to make sure that we are not duplicating services. Laura Zavala mentioned that she has not seen the MOU and asked if there is a way that it could be shared with the consortium. Laura said that she was at the last Board meeting when FIELD presented and that she did not hear the details of how that plan to be carried out. Laura informed everyone that this is the first time she hears that it only involves the first levels of ESL noncredit. She heard about the purpose and structure. She noticed that there are a few items on FELD's presentation that called her attention. Laura noted that there are some parts of the content of the presentation that affect HEP moving forward. She inquired to see the



plan and get more information related to the agreement before giving feedback. The floor was opened to Tamar Asatryan, FIELD representative who was present at the meeting. She was invited to share FIELD's views. Tamar Asatryan mentioned that she did not have the details because they are still in the process of developing it with Hartnell college. She stated that FIELD presented to the Hartnell Board. Tamar mentioned that FIELD's mission is to empowered the underserved to become self-sufficient which goes along the lines with all of the work SVAEC is doing. There were inquires about the course curriculum that FIELD is using as well as the criteria Hartnell is using to hire instructors. Dr. Wilkinson mentioned that FIELD's teachers will have to meet the same minimum qualifications other teachers at Hartnell have and that FIELD's curriculum objectives will have to be the same as what Hartnell offers. There were requests to learn more about the details of the agreement and would like to discuss it further in the next Steering Committee meeting. Ivan Pagan provided everyone with background about a proposal that is on the table between Hartnell and FIELD. Ivan informed the SVAEC members that FIELD will provide instruction for the first two noncredit ESL classes that Hartnell offers and that the agreement will only be limited to those two classes. This agenda item was open for discussion and everyone was invited to express their views on this agreement as well as on how this agreement will impact the SVAEC, our community, and our students.

A member inquired who was leading the agreement and if the President of Hartnell College was at the steering committee meeting to discuss it. Ivan informed that there was a representative from Hartnell, Dr. Wilkinson, Vice President of Academic Affairs. Dr. Wilkinson gave a preliminary overview of the agreement and mentioned that she has not discussed the agreement at great length with the President. She also mentioned that she did not come to the meeting to speak on his behalf. She informed everyone that, according to the conversation the President had with FIELD, there are large numbers (maybe hundreds) of students who could be served through this collaboration that Hartnell is not serving right now. The idea of limiting it to the lower-level courses on the noncredit ESL curriculum was that this is a way to ensure that the agreement did not eclipse the other offerings that are in place right now for ESL. It would be seen as a pathway. The President is looking at ensuring that students are served in as many ways as they can through the Consortium, through FIELD, and through Hartnell's courses.

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The floor was opened to Tamar Asatryan, FIELD representative who was present at the meeting. She was invited to share FIELD's views. Tamar Asatryan mentioned that she did not have the details because they are still in the process of developing it with Hartnell College. She stated that FIELD presented to the Hartnell Board. Tamar mentioned that FIELD's mission is to empower the underserved to become self-sufficient, which goes along the lines of all of the work the SVAEC is doing.

There were inquiries about the course curriculum that FIELD is using, as well as the criteria Hartnell is using to hire instructors. Dr. Wilkinson mentioned that FIELD's teachers will have to meet the same minimum qualifications that teachers at Hartnell have to meet and that FIELD's curricular objectives will have to be the same as Hartnell's.

There were requests to learn more about the details of the agreement, and the steering committee was open to discussing the agreement further at the next meeting.

### **Information Items**

#### **Monthly Student Outreach & Support Report**

The Monthly Student Outreach & Support Report is available in the Shared Google folder. Student Data Templates for Quarterly Reports for Steering Committee. Francisco and Maria presented blank student data templates and asked everyone for their feedback. Student data templates are available in the Shared Google folder.

#### **Final questions, comments, and reminders; adjourn**

- **Feb 28:** Preliminary allocations for 2021-2022 and 2022-2023
- **TE Users Meeting:** February 25<sup>th</sup> at 3:00 p.m.
- **PLC Meeting:** February 18<sup>th</sup> at 3:00 p.m.
- **Q2 expenditures due to the State in NOVA:** March 1<sup>st</sup>
- **Closeout of 18-19 funds:** March 1<sup>st</sup> certified by Director in NOVA
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23.  
Registrations opened on January 15<sup>th</sup>
- **February 24<sup>th</sup>:** Salinas Adult School Resource Fair

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

The meeting was adjourned at 4:39 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan