



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
April 21, 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:

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 (Dawn Tovey, Substitute) <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
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
Dawn Tovey, <i>Director/Controller</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
Gloria Adame, <i>Teacher</i>	Gonzales Adult School

Guests/Other Attendees	Affiliation

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

Ivan called the meeting to order at 2:46 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: Ana Gonzalez (Hartnell) motioned to approve the agenda; Paige Leebrick (SMCJUHS) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

Approval of Minutes

VOTE: Francisco Pinedo (SUSD) motioned to approve the minutes from the 3.17.21 meeting; 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; the link 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.

Member & Partner Updates and Announcements

South Monterey County: They reported 105 students enrolled in classes. They are now offering in person classes with some online classes. Ordered 25 surfaces as well as 16 licenses for their HiSET preparation.



Students are allowed to join online and in-person classes at the same time. Paige thanked Ivan Pagan for the opportunity to explore more into the ECE pathway.

Soledad: They had a student of the month. One new student joined the program.

Gonzales: They have a new citizenship teacher with a legal background and a new ESL teacher. They are offering classes 4 nights a week. They added more cohorts to their literacy classes. They are taking students in their classes. Gonzales Adult School has hot spots and Chromebooks available for their students. They are starting their Latino Literacy workshops. They continue their HiSET testing with Hartnell HEP twice a month at Gonzales Adult School. They had a couple of graduates. They reported that a few of Soledad's students have tested with Gonzales.

Monterey County Office of Education: They resumed instruction with K-12 and adult program learners last week. Mr. Ludwa is running the classes via Zoom in the morning and a Teacher Aid is running the classes in person. They are doing HiSET and CASAS testing in person and remote instruction for their jail students. They have 20 students doing in-person and online instruction.

Salinas: They are returning to in-person instruction on April 27. Their culinary class was mentioned and congratulated by their Superintendent in the leadership meeting. They have 17 students in that class. Students come on Monday to pick up their groceries and on Tuesday they cook vegetarian health dishes with the direction of their culinary teacher. That class is offered via Zoom. They are having graduation in person this year at Mount Toro. Students will be walking down the stage, will take pictures, receive diplomas, and will have music.

Hartnell: They are about 4 weeks into the semester and preparing for summer classes. They will offer a variety of ESL sections in the summer and are currently working on enrollment and registration. Ana Gonzales asked everyone to refer students to her. They have Chromebooks available for students. Soledad Education Center is complete, and we will start a soft launch this summer. Ana Gonzales will share more during the next steering committee meeting.

Hartnell HEP: 25 graduate students received their high school equivalency. They will continue having testing with Gonzales and Soledad. They received an update that the Office of Migrant Education will announce the 20-21 grant competition results in May. Laura informed that Hartnell is starting their summer semester much sooner than usual.

North Monterey County: They have 19 getting their citizenship, 4 students finished their GED, 10 passing subject area. They are offering a literacy class in partnership with Hartnell. Students in their Microsoft program received certificates. They ran a 12-hour parent engagement series in which a social worker, a teacher, and mental health workers worked together to bring this successful series. Many parents participated.

SVAEC Staff: Christian reported that he was assisting the Career Job Fair. He and Ivan were working on the radio and video campaign. Christian continues helping students with transitions and enrollment. Christian will send outreach marketing materials to everyone. Maria reported that she reached 65 students. She produced 17 videos in Spanish to support students. Those videos are on YouTube. Maria reported that there are 947 views total as of yesterday. She has been in constant communication fiscal agent, data support staff, and fiscal support staff to meet deadlines. Maria and Francisco held a data meeting on April 19th to support data staff with their Q3 reports. Maria attended several webinars last month. She assisted



Tim Amaral with the coordination of the SEL workshop for faculty and staff. Maria reminded everyone that she is certified to conduct paper, online, and remote CASAS testing. Report available in the Shared Google folder.

Action Items

Approve the recording of the radio ads

Ivan Pagan, SVAEC Director, suggested to listen to the ads one by one and see if there were any objections. Then select the pool of ads and approve those for airing and open it for discussion. Members agreed with Ivan's suggestion and proceeded to listen to the English ads and then the Spanish ones. Those ads are about 30 second each. Recording were presented and opened for discussion. From the six adds, they mentioned that they would not air the second to the last ad. The 5 adds were open as a poll for approval. Tatiana Roganova (SUHSD) motioned to approve for airing in the radio ads, and Jeff Lopez (SUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

Approve the production of the simpler TV ad

Ivan Pagan asked all members present to forward names of students who would like to be interviewed to Christian Regalado. Ivan asked them to have students complete and sign their Districts' release forms. He informed them that they will not be able to produce a complex ad with interviews before the end of fiscal year. He mentioned that they are proposing the production of a simpler ad for this fiscal year. A sample of a simpler TV ad was presented. After discussion, item was put to a vote and the simpler TV ad was approved for production. Tatiana Roganova (SUHSD) motioned to approve the production of a simpler TV ad, and Margarita Palacios (NMCUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried. An email vote will be sent for the simpler TV ads.

Discussion Items

MCOE Presentation – Reopening Plans (Tabled for next Steering Committee Meeting)

21-22 SVAEC Timeline and Steering Committee Meeting Schedule

Shared with everyone present. They will be shared via email to all members for review. Next meeting, they will talk about them and approve. Copies of those documents are placed in the Shared Google folder.

Review Draft 21-22 Member Annual Workplan and Budget (due 4.16.21)

Drafts were reviewed. Members had the opportunity to present. Soledad made a few comments on their budget. Soledad mentioned they are missing the overhead costs; their programs are remaining the same; they budgeted in for the ECE/ESL class; they will look into the possibility of offering it. Ivan noted that Soledad needs to put in benefits figures; leverage funds and member work plan. Comments on the Family Literacy class were raised; Ian and Francisco were asked to check on that program to make sure that it is an authorized program by CAEP. Salinas commented that they have the same classes, teachers, 20 full time teachers on board; they are adding an integrated El Civics class and a home care aid class; culinary class supplies, and supplies for the home care aid class are included in the budget; Ivan commended Salinas for their work on the budget and workplan. Ivan asked members to include the details of their expenses; and to indicate materials, supplies, travel in their budgets so their schedules match. South Monterey County commented that they are staying the same; they are expanding ESL program to San Antonio Lake and San Ardo; they are planning on offering an ECE class in the future; they had an increase in their HiSET and diploma track and ESL classes. Ivan asked South Monterey County to account for their carryover and budget for that carryover; make sure that they budget for supplies, other costs, and operating expenses in their



workplan; Candice and Paige agreed that \$15,000 go towards the help Gonzales is doing in Greenfield. North Monterey County mentioned their program is the same as last year; they are having a new mental health counselor; Ivan commended North Monterey County for their work on their budget and workplan. MCOE will add detail to their budget; they are adding 50% admin assistant I; other programs remain the same; added an ESL teacher this year; pending application for an ESL full time teacher. Ivan asked MCOE to add detail and fill in the leverage funds. Hartnell College's budget remains the same; they ran out of carryover; the only change they have is the GED instruction which will be deleted from their budget; GED instruction was institutionalized and will be included within Hartnell's instruction; Ana's budget will continue to support pre-GED services; there is not that much left for supplies or other categories; their professional development will be funded through Hartnell because there are no more funds to support that; there are no programming changes; FIELD is not funded within Ana's budget. Gonzales everything remains the same; they are updating hours to read workforce reentry; they will continue summer virtual classes; they are including an instructional aid position to assist with office library hours; they will explore the plaza communitarias with the collaboration of Mexican Consulate; they will expand bandwidth; they will focus on offering more support for students and retention; Ivan asked Gonzales to factor in the additional \$15,000 and spend appropriately; include details in member workplan and budget. Ivan and Francisco will check on the 15% carry over. Francisco asked everyone to look at AB 1491. This item will be discussed in the next Steering Committee meeting.

Draft 21-22 Shared Annual Workplan and Budget (due 4.16.21)

Ivan Pagan mentioned that the challenge in the Shared fund is the salaries; there are only \$2,841 of discretionary funds for supplies and materials; they need to find funds if members want the consortium to pay for PLC, professional development, advertising program, memberships, website, Northstar Digital Literacy; there is not enough wiggle room in the shared budget for other expenses; Ivan invited members to think about on what they want to do with those other expenses; Paige suggested that all members share the cost for Northstar Digital Literacy, website, SEL activities, advertising and build that in their own budget plan; Candice suggested to find the best way to build that into their budget and how their sharing part will be reduced from their budgets.

SEL for Administrators

Ivan invited the board to discuss a time and date for the training. Members agreed to have it in late August. Ivan will negotiate this possibility with Tim and come back with more information in the May's meeting.

Update bylaws in Summer

Ivan mentioned that the SVEAC bylaws have not been looked at it since 2016; Ivan suggested creating a committee to work on them and come back to the group; members agreed to reexamine this item in the next fiscal year.

Discussion of the movement to digital agriculture and the effect on the job market for farmworkers

Ivan attended a webinar on the relevance if this movement. It will affect the demand for farmworkers. Farmworkers will probably be displaced and perhaps not that many farmworker jobs will be available. Ivan mentioned that it would be useful to have a discussion and invite an expert on job labor market indicators. This information will be useful and may influence the type of offering we include in our programs. Tatiana mentioned that 3 years ago there was a presenter in the CAEP's summit leadership who presented to the public and educators. That speaker spoke about that specific topic; Tatiana invited everyone to go back to that presentation and engaged that speaker to come talk with members. Ivan asked everyone to forward that presentation if they found it.



Shortage of instructors (how can we help each other)

Ivan asked members how can we help each other if we are in the situation of not having enough instructors. Francisco mentioned that many years ago there was a list of all instructors at each agency. The goal was to have a document with their availability; Francisco mentioned that to have a list of availability would be a good idea to explore. Paige suggested to have an adult Ed job fair; Margarita suggested to blend services. This brings up wider question of how can we work as a consortium; we can discuss this further in the next meeting; over the summer we can also discuss ideas and how we as a consortium could work more effectively.

Budgetary Support (similar to TE Data Users meetings)

Ivan mentioned some of the benefits of having budgetary support meetings, newsletters, consultations, much in the same way that we are having data support meetings. These budgetary support meetings will be voluntary. Members agreed to try it out. The office will program one for the last quarter of the year and play it by ear.

Proclamation of April 18-24 as Adult Education Week (Soledad Adult School)

Francisco mentioned that Soledad District proclaimed April 18-24 as Adult Education Week. Francisco mentioned that he is meeting with Assemblyman Rivas on May 18th for 15 minutes. He asked everyone to send pictures by May 10th of teachers and student highlights he could to send to Assembly Rivas. Francisco will work on a report and send it to Rivas. Francisco will send out a follow-up email to everyone.

Information Items

Q3 Student Data Report due in TOPSPro on 4.30.21

Reminded everyone to submit reports. A data support meeting was held on April 19 to support data staff with their reports.

Planning Support Meeting between March and April

Ivan reminded everyone that he is available to support them with their workplans and budgets and invited everyone to contact Maria to schedule individual meetings

May 2nd SVAEC 21-22 CFAD due to State in NOVA with 21-22 allocation schedule (Members must certify on April 29th)

Ivan reminded everyone of this deadline.

Group Memberships Update

All received an email from COABE and from Maria about that specific membership. COABE is finalized. Maria is still working on CCAE and CATESOL.

Monterey Workforce Development Board Agreement/Amendment. Ivan mentioned that is due to be presented to the Hartnell Governing Board on May 4.

Final questions, comments, and reminders; adjourn

TE Users Meeting: April 19th at 3:00 p.m.

PLC Meeting: April 29th at 3:00 p.m. (Debrief SEL)

March 31: End of Q3

April 15: Q3 Expenditure Reports due to Consortium in Smartsheets

April 15: Q3 Invoices due to SVAEC Director

April 29: SVAEC CFAD for 21-22 due in NOVA



April 30: Q3 Student Data Reports due in TOPSPro

See Shared Google Folder for other CAEP deadlines & deliverables

SAVE the Date 2021 Summer CASAS Institute: June 17-18 & June 22-23. Registrations opened on January 15th

Next Regular Steering Committee Meeting: **May 19, 2021 at 2:30 p.m. (virtual)**

The meeting was adjourned at 4:41 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.