



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes (DRAFT)
August 18, 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 <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 (Sherrie Castellanos, Substitute) <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHS)	X	



Others in Attendance:

Other Member District Representatives	District/School
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liaison II</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
Fanny Salgado, <i>College Pathways Coordinator</i>	Hartnell College
Dina Uribe, <i>Program Assistant I</i>	Hartnell College
Laura Zavala, <i>HEP Grant Project Director</i>	Hartnell College
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School
Ana Mendoza, <i>ESL Specialist</i>	Salinas Adult School
Gloria Adame, <i>Teacher</i>	Gonzales Adult School

Guests/Other Attendees	Affiliation
Sarah Hoeffel, <i>Literacy and Volunteer Services Manager</i>	Monterey County Free Libraries
Kristen Arps, <i>Management Specialist III</i>	Monterey County Workforce Development Board
Susan Marcellas, <i>Regional Healthcare Grants Manager</i>	Monterey County Workforce Development Board
Orlando Elizondo, <i>Special Healthcare Grants Consultant</i>	Monterey County Workforce Development Board

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

Ivan Pagan, Director of the Salinas Valley Adult Education Consortium (SVAEC), called the meeting to order at 2:43 p.m.

Roll call was held and it was confirmed that 5 board-approved Designees from the seven member districts were present at the time of roll call, making 71% quorum. All attendees present 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: Candice Camacho (GUSD) motioned to approve the agenda; Jeff Lopez (SUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

VOTE: Margarita Palacios (NMCUSD) motioned to approve the minutes from the 6.16.21 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.

Christian Regalado communicated that there is a community health worker program in which students were asked to complete at Cabrillo College. He asked if this would be something that could be facilitated by the consortium and asked why Hartnell college did not step up.

Francisco Pinedo added that the Monterey County Workforce Development Board is offering it locally. Ivan mentioned that they were presenting in today's meeting.

Member & Partner Updates and Announcements

South Monterey County: nothing to report

Soledad: Francisco Pinedo shared that they started with their regular programs this week. They are assessing their students in the mornings and evenings. They have approximately between 15 to 20 students through the day in both locations. They are doing CASAS assessment for ECE/ESL students. They are offering the family literacy class and actively recruiting for their dental program. They are offering in person and hybrid classes.

Gonzales: Gloria Adame, Lead Teacher reported that they started regular classes and CASAS testing. Gonzales Adult school has a new office secretary. They will offer in person and hybrid class. Candice Camacho informed everyone that they will have a home base for their programs in Greenfield.

MCOE: Greg Ludwa informed that they finished classes the first week of June. They offered classes in the Summer at the jail. MCOE ran independent study classes from June to July and went back to classes the first week of August. They will start doing intake CASAS testing at the jail next week for the new school year. They officially opened the new Salinas community school the first week of August and started seeing students there. MCOE hired an adult education teacher who will officially start on Monday. They are in the process of hiring an ESL teacher. MCOE will offer a CTE business entrepreneurship class in September.

Salinas: Tatiana Roganova shared with everyone that they returned to their campus on August second. All teachers and staff were present. They started classes in person on August four. They had orientations through the end of July. She reports that classes are full. They are struggling with having the day ESL classes at full capacity. The school is having an aggressive marketing campaign to bring students back. They hired three full time teachers. Araceli Maupin informed that Salinas Adult school is having a virtual job fair at the end of September. She shared that their Career Center is busy. Araceli is referring students who are seeking for jobs to the Workforce Development website. Ana Mendoza reported that their orientations in the evening are full. They tested over 500 students; 364 of them are in the ESL program. Tatiana Roganova mentioned that she recommended teachers to teach students computer skills in case they go back to online or hybrid teaching.

Hartnell: Ana Gonzales reported that they had a successful summer semester. They are offering a combination of ESL online and face to face classes. They are offering classes at different locations and various times. Classes will start last week of August. Laura Zavala informed they finished 2020 year with 54 graduates. They started the 2022 year with 89 students. They will open a wait list until they are able to open more spaces for students. She extended the invitation to Soledad, Gonzales, South Monterey to speak with her if they are interested in the HEP program. HEP transitioned their classes into noncredit to have the college assist with the payment for instruction. HEP is offering orientations every month.



North Monterey County: Margarita Palacios shared that they started classes this week and that their enrollment is low. Some of their teachers are hesitant to come back to teach face to face classes. The communities in Prunedale and Castroville are also hesitant to come back to classes due to the COVID situation. The school is working or recruiting students. Margarita reported that they lost the school room for the citizenship class. The District decided to move the adult education school and migrant program into the middle school. North Monterey county does not have space for their high school classes. They need to figure out where to move their high school teacher.

Francisco Pinedo mentioned the importance of including principals and superintendents of elementary schools in these meetings for the purpose of bringing the conversation with them about the room usage for adult education classes. He emphasized the importance of advocating for the adult education programs. He informed everyone that they do not have class space for their classes. Tatiana Roganova mentioned that their school has the same issue.

SVAEC Staff: Ivan thanked everyone for their contributions to the SVAEC Annual Plan. He invited the members to attend the webinar by CAEP at noon on Monday. He updated everyone about the bridge program which is a new program that will support adult school students to transition to Hartnell. The consortium is recruiting students to the ECE/ESL pathway program. Classes will be free for students. Students will have wraparound services, and a job in hand when they graduate.

Action Items

Brown Act

Ivan Pagan mentioned that virtual meetings will expire on September 30, 2021. The SVAEC will hold its September meeting virtually but will have to make a decision on in-person meetings starting in October. He informed everyone that we need to find a way to comply with the Brown Act. He said that CAEP recommends following their district policies. This item was open for discussion. Margarita Palacios suggested to have a plan A and a plan B for the October meeting. Tatiana Roganova mentioned that one of the purposes of the Brown Act is to have these meetings open and available to the public. She said that before COVID the Consortium met both virtually and face to face. Francisco Pinedo suggested to find a larger room to be able to spread out and be able to accommodate a couple of people from the public. He also recommended investing in good meeting equipment like a good camera and a good microphone to be able to hold hybrid meetings. The Community room at the new Hartnell Soledad Center was one of the options mentioned. Greg Ludwa offered the new Salinas school community center. He said that it is open to the public, with a zoom cart, projector with large screen, and internet option. Ivan will explore options and discuss it in the September meeting.

SVAEC Member 21-22 Budget (highlight what you chose to do with your budget increases)

All members had the opportunity to present on what they will do with their carry over, if any, and their budget increase. Sherrie Castellanos from South Monterey County highlighted that carry over funds and increase were allocated to professional development and supplies. Soledad highlighted those funds will be used for teacher and also for support staff salaries. Gonzales shared that they will use those additional funds for clerical support to offer wrap around services for students. MCOE highlighted they are using those additional funds to pay new teachers, paraprofessional, clerical support teachers, and clerical support salaries. Salinas informed that they will use their budget increase to update their testing center, purchase computers, and Burlington English licenses. North Monterey County shared that they will use their budget increases and carry over on salary and benefits for their instruction adult education coordinator. Hartnell



does not have carry over and mentioned will use their budget increase to restore their partnership with HEP. Ana Gonzales mentioned that HEP will use those funds to pay the salary and benefits for professional experts in the HEP program and supplies. Ivan Pagan highlighted the Shared fund carry over and budget increase. He informed everyone of the 20-21 carry over in the amount of \$93,817. This carry over substantially came of the saving from the previous Director's position and due to COVID. He shared that he developed a budget on how those fund could be spent. He informed that if members where to leave those funds in the Shared fund, those funds will be invested in advertising, Chromebooks, wraparound services, and technical support for students. Ivan opened this item for discussion. Ivan suggested to vote on accepting that those funds to the budget and then later decide where and how to allocate those funds. Ana Gonzales recommended to postpone the discussion for next month. Ivan proposed that we move on a motion to approve everyone's budget and workplan with the caveat that the discussion about Shared funds and budget carryover will be discussed next month.

VOTE: Ana Gonzales (Hartnell) motioned to approve the SVAEC Member 21-22 Budgets; Jeff Lopez (SUSD) seconded the motion; there were no questions, comments, or discussion; the members present voted in favor; motion carried.

Discussion Items

Sarah Hoeffel (collaboration between the MCFL and the SVAEC)

Presentation available in the Shared Google folder.

MCWDB Presentation on the 2021-22 Community Healthcare Worker Training Program

Presentation available in the Shared Google folder.

Strain on resources due to moving men to a new prison and having to duplicate services in two locations.

Greg Ludwa shared that they continue with limited classes. He mentioned that he did not have new information about the new jail facility.

Changes to Independent Study

Greg Ludwa mentioned that there have been changes in independent study. He will forward the information related to that topic to Maria. There was a discussion about the number of credits students need to earn in order to meet the state requirements. Greg Ludwa mentioned that the number of credits required by the state is 130 credits. Margarita Palacios will check with Aida Ramirez and get back to the group.

Funding for ECE initiative

Ivan Pagan reported to the group that they are actively recruiting students. They currently have 21 applicants. The goal is to have is 25. ECE pathways program will begin in September. Ivan informed that Joe DeRuosi committed to contribute 15,000 a year, Bright Beginnings \$10,000 and Strong Workforce \$25,000. Those funds will be applied to hire the ECE consultant. Other funds might be used to purchase Chromebooks and hotspots, and books for the counseling 1 class. Ivan invited everyone that if they have extra funds and want to contribute to please let him know. Ivan will explore further on dual enrollment and will inform the group.

The struggle with online instruction, testing, and payment points

Francisco Pinedo said that it would be good to work more frequently on reporting outcomes and really see the good job the Consortium is doing.



SVAEC Bylaws

Ivan Pagan informed the group that there is not a specific proposal and asked everyone to go back, revisit the Bylaws and see if there is anything they want to change. He mentioned that the last change made to the SVAEC Bylaws was in 2019. At that time members changed from unanimous vote to majority vote. Ivan mentioned that he could not find the revised Bylaws with that specific change. Ivan will reach out to the members who may want to join a subcommittee, review the Bylaws, and make recommendations to the committee in the next meeting or to the retreat.

SVAEC Retreat for Administrators

Tatiana Roganova suggested to find a setting where everyone is together and allot time to work on the three-year plan and By Laws without distractions. Ivan Pagan informed the group about the CAEP webinar on Monday related to the plan and procedures for the three-year plan. Ivan will put out a proposal related to the retreat for the consideration of the members. The group will aim for end of September early October for the retreat.

SVAEC SEL for Administrators (August 27, 2021 from 1:00 p.m. to 4:00 p.m.)

Ivan Pagan informed the group that a survey was sent to everyone. The results of that survey showed that the majority voted for August 27 from 1:00 p.m. to 4:00 p.m. Two people confirmed their assistance. Tatiana Roganova and Ana Gonzales are not attending. Ivan asked the members to please reject the meeting/invite or let him know if they are not attending and RSVP by accepting that meeting if they are attending. Ivan will update the invitation and send it to all members.

Debrief CASAS Summer Institute

Francisco Pinedo shared with the group that this year the CASAS Institute was different than the years past. There were more options and more CASAS handouts. He mentioned that there are people suggesting to have the next year's institute hybrid. Ana Mendoza shared that there were good workshops for high school equivalency and that the recordings for some of the trainings were available. She shared that during the CASAS institute they spoke about diversity, LGBTQ plus community, and how schools could support the community.

Information Items

PLC Update

Ivan Pagan will work on a date and time for a meeting. That information will be sent to everyone. Greg Ludwa mentioned that he will work on a Google survey and send it to everyone to find out what are the topics teachers are interested to contribute in. Ivan asked Greg to wait after Monday to work on the survey. Ivan offered to help Greg on getting the survey out.

Final questions, comments, and reminders; adjourn

- **TE Users Meeting:** TBA
- **PLC Meeting:** TBA
- **August 1:** EOY/Q4 Student Data Reports due to State via TopsPro Enterprise & MIS (July 1 – June 30)
- **August 15:** Consortium 21-22 Annual Plan due to State in NOVA (Members must approve in NOVA)
- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA

See Shared Google Folder for other CAEP deadlines & deliverables



Next Regular Steering Committee Meeting: September 22, 2021 at 2:30 p.m. (virtual)

The meeting was adjourned at 4:59 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.