



**Salinas Valley Adult Education Consortium (SVAEC)**  
**Regular Steering Committee Meeting Minutes**  
**September 22, 2021, 2:30-5:00 p.m.**  
**Location: Virtual via ZOOM and In-Person Meeting**

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 <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	



**Substitutes for Member Designees:**

<b>Substitute</b>	<b>District/School</b>
Greg Ludwa, <i>Teacher</i> (Substitute for Joe DeRuosi)	MCOE Adult Education

**Others in Attendance:**

<b>Other Member District Representatives</b>	<b>District/School</b>
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
Julia Mena,	HEP 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

<b>Guests/Other Attendees</b>	<b>Affiliation</b>
Sarah Cornwell	
Cathleen Andrews, <i>Senior Librarian</i>	Salinas Public Library
Sergio Ramos, <i>Zone Recruiter</i>	California Conservation Corps

**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 2:37 p.m.

Roll call was held and it was confirmed that 6 board-approved Designees from the seven member districts were present at the time of roll call, making 86% 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: Tatiana Roganova (SUHSD) motioned to approve the agenda; Francisco Pinedo (SUSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

VOTE: Paige Leebrick (SMCJUHSD) motioned to approve the minutes from the 8.18.21 meeting; Ana Gonzalez (Hartnell) 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 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.

Sergio Ramos, Zone Recruiter from California Conservation Corp presented on the career and job opportunities his agency offers to the community. See Shared Google folder for more information

Cathy Andrews, Senior Librarian from Salinas Public Library presented about the programs and classes that are coming up. See Shared Google folder for more information.

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

North Monterey County: Margarita Palacios shared that they started their classes. Enrollment is low. People are hesitant to come to classes. They are offering classes in person and virtually. They have 156 students enrolled.

Hartnell: Ana Gonzales reported that they are in the 4<sup>th</sup> week of the semester. Their class enrollment is high. They are offering in person and online classes. Ana Gonzalez invited everyone to the open house of the new Hartnell College, Soledad Education Center on October 23<sup>rd</sup> from 11:00 a.m. to 1:00 p.m. This event is open to the community. They will have family fun activities and food. With the additional funds the Adult Ed office received, they reinstated their partnership with Hartnell HEP.

Salinas: Tatiana Roganova shared with everyone that they continue offering in person classes. Their classes are full, with good attendance at about 20 students per class. Salinas Adult School is expanding their services to Santa Rita school. They will offer ESL morning and evening classes. They will have a job fair on September 30<sup>th</sup>. They will offer an ESL hybrid class, which is still in negotiation with the district, in October for advanced learners.

MCOE: Greg Ludwa informed that they opened the Salinas Community school at Leslie Drive the first week of August. They currently offer three programs there. They have a waiting list. MCOE will soon start an ESL class. Staff, partners and more than 100 students tested COVID positive at the jail. They are not offering in-person classes right now. The jail is in lock down until further announcement. Tomorrow, MCOE is having a COVID pop up vaccine at the new Salinas Community school.

Gonzales: Gloria Adame, Lead Teacher reported that they had an internet awareness event. They will start Digital literacy classes in October. Students who attend that class, will receive free computers. Gonzales Adult school will soon offer a paraprofessional class. In October, they will offer a forklift certification class. They formed a partnership with Greenfield and will offer classes three nights a week. They will start next week with HiSET, beginning literacy, and ESL classes.

Soledad: Francisco Pinedo shared that their enrollment is low. They have about 200 hundred students enrolled in their HiSET preparation program. Soledad Adult school has a waiting list for their HiSET program. There are about 20 students enrolled in their ESL classes. Those ESL classes are hybrid, one day in person and one day virtual. The Early Childhood Education class is a flex model. Francisco Pinedo has 6 students on Tuesdays and Thursdays and 12 students online. Students in that class use two devices, one with zoom and a Chromebook with Canvas. On Mondays, Francisco follows the students to their Counseling 1 class.



South Monterey County: Paige Leebrick shared that they have 35 students enrolled in their diploma track, 15 students in their HiSET class, 4 students in their citizenship class, 23 students enrolled in their beginning ESL class, 18 in their intermediate ESL class, and 8 students enrolled in their computer class. They are offering a hybrid model for their diploma track class. Their HiSET class is offered in person. Beginning and intermediate ESL classes are offered in person. They completed their CASAS testing.

SVAEC Staff: Christian Regalado and Maria De Leon provided members with an update on activities and projects that they are assisting members and the community with. Full report available in the Shared Google folder.

## **Action Items**

### **Brown Act**

Ivan Pagan shared the document and read the requirements invoking AB 361. He read the requirements related to public meetings. Ivan Pagan opened this item for discussion. Francisco Pinedo recommended to continue with hybrid model now to the end of the winter. Tatiana Roganova mentioned that having both options will bring better attendance. In the past, she mentioned, the consortium offered the option of attending these meeting online. She recommended to continue having both options, in person and online, until the COVID emergency is lifted. Francisco Pinedo mentioned that it could be an opportunity to encourage students to join remotely and form a student council at their school sites. Mostafa Ghous mentioned that it is important to make sure that technology works fine because sometimes there is an eco-noise that does not permit one to have good sound. Margarita Palacios shared that she would rather stay away from colleagues because she is in a school where exposure to COVID is happening almost every week and does not want to expose others to COVID. Greg Ludwa recommended to have in-person meetings in places like Hartnell college.

VOTE: Tatiana Roganova (SUHSD) motioned to approve to continue with a hybrid model. Paige Leebrick (SMCJUHS) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

### **SVAEC Member 21-22 Shared Budget**

Ivan shared the 21-22 Shared budget. He talked about the \$93,817 carryover. He explained the number of errors that have been carrying forward from year to year in the amount of \$42,539.20. He informed everyone that the Hartnell business office broke it down and identified where those errors originated. He mentioned that they have over reported expenditures in NOVA in past years by \$42,539.20. Ivan Pagan consulted with CAEP TAP and they said that the shared budget should under report expenditures in FY 21-22 to bring the books into balance. He informed the SVAEC members that the Shared Funds cannot just distribute these funds to the members because this would only transfer the error from the Shared Fund to the members' funds. The Shared Fund needs to expend this money "off the books" (i.e., without reporting it in NOVA). For this purpose, Ivan Pagan, established a line item in the Shared Fund entitled "Special Projects." At the next Steering Committee meeting, he would like to entertain fair ways of disbursing these funds. He invited the members to send him proposals for the use of extra funds.

Ivan Pagan mentioned that members could vote to take back part of the Shared budget; however, before they do that, he asked the members to carefully review the Shared budget to determine what they would like to cut. He explained that after reducing the Shared budget by \$42,539.20, there is not much left, and it will mean giving up some of the services the consortium office offers to them. Ivan presented two ideas to expend these funds: hire a consultant to support with the three-year plan and invest in a zoom cart for



each of the members. Tatiana Roganova recommended the following ideas: put money aside to pay teacher development curriculum alignment, offer a bridge class to support students coming from the adult schools to Hartnell college, and have a parent-child reading night. Francisco Pinedo recommended to have funds for the public libraries which would be a place to have an adult education tutor. Ivan Pagan proposed that members develop proposals with a dollar amount and send them to Ivan. Next meeting, they will review those proposals and decide what to do together.

## **Discussion Items**

### **SVAEC Bylaws**

Ivan Pagan 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. He included the language based on AB104 legislation. Ivan Pagan highlighted the changes in the SVEAC Bylaws. Document available in the Shared Google folder.

### **SVAEC Retreat for Administrators**

VOTE: Ana Gonzalez (Hartnell) motioned to approve to have the SVAEC Retreat for Administrators on October 22<sup>nd</sup>. Greg Ludwa (MCOE) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

A poll was electronically created in Zoom with the following options: in-person, hybrid, and online. 4 of the 7 of the members present voted to have it in a hybrid model.

### **CAEP Directors Summit**

No comments

### **Focus Points: Equity, Students Leadership, and Apprenticeship**

Ivan Pagan opened this item for discussion. Francisco Pinedo mentioned that it would be a good idea to focus on Student Leadership. He mentioned there are good candidates that are already advocating for adult education services. Margarita Palacios talked about Equity and asked how the data is being used to measure how they are serving the students. Ivan Pagan asked the members to choose one or two of the focus points. Next Steering Committee meeting those focus points will be discussed.

## **Information Items**

### **PLC Update**

Greg Ludwa mentioned that in the last Steering Committee meeting there was a consensus to have the PLC meetings until after the school year started. He and Maria are organizing the day of the week and month to have this meeting. Greg will work on a survey and send it to everyone to know when they could have the first meeting.

### **Greg Ludwa to replace Joe DeRuosi while he is on leave**

Ivan Pagan welcomed Greg Ludwa to represent MCOE as a voting member while Joe DeRuosi is on leave.

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

- **TE Users Meeting:** TBA
- **PLC Meeting:** TBA
- **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
- **Sep 1:** 21/22 certification of allocation amendment due in NOVA



- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 21/22 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

See Shared Google Folder for other CAEP deadlines & deliverables

Next Regular Steering Committee Meeting: October 20, 2021, at 2:30 p.m. (virtual and in person)

VOTE: Ana Gonzalez (Hartnell) motioned to approve to adjourn today's Steering Committee meeting. Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

The meeting was adjourned at 4:22 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.