

## SDAERC Minutes March 19, 2020

Item	
<p>1. <b>Call to Order</b></p>	<p><b>Call to order at 3:00pm</b></p> <p><b>Members present:</b></p> <ol style="list-style-type: none"> <li>1. Lorie Crosby Howell, SDCE</li> <li>2. Michelle Fischthal, SDCE</li> <li>3. Leah Gualtieri, SDCE</li> <li>4. Megan Johnson, SDUSD</li> <li>5. Esther Matthew, SDCE</li> <li>6. Clint McVay, SDUSD</li> <li>7. Mike Reynolds, SDUSD</li> <li>8. Sarah Vielma, SDUSD</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Alex Berry, SDCE</li> <li>10. Lola Gaona, SDCE</li> <li>11. Valerie Hardie- City of San Diego Library</li> <li>12. Kelly Henwood, SDCE</li> <li>13. Andrei Lucas, SDCE</li> <li>14. Audreanna Murphy, SDUSD</li> <li>15. Maureen Rubalcaba, SDCE</li> <li>16. Nate Sachdeva, SDUSD</li> <li>17. Cassandra Storey, SDCE</li> <li>18. Diana Vera-Alba, SDCE</li> <li>19. Carol Wilkinson, SDCE</li> <li>20. Ron Flores, SDCE</li> </ol>
<p>2. <b>Adoption of Agenda &amp; Selection of Meeting Chair and Co-Chair</b></p>	<p>Adoption of Agenda. agenda is approved with no edits.</p> <p>Michelle Fischthal, SDCE Chaired the meeting.</p>
<p>3. <b>Public Comments</b></p>	<p>No public comments</p>
<p>4. <b>Consent Items</b></p> <p>a. Approval of Minutes: January 23,2020</p>	<p><b>Approval of Minutes from 1/23/20</b></p> <p>M: Clint McVay 2<sup>nd</sup>: Nate Sachdeva Discussion: None Abstentions: None All in favor</p>
<p>5. <b>Action Items:</b></p> <p>a. Certification of Fiscal Declaration (CFAD) PY 20/21</p> <p>b. Q2 Expenditure Certification</p>	<p><b>Certification of Fiscal Declaration (CFAD) PY 20/21-</b> Kelly Henwood, CAEP Consortium Lead, Special Projects Manager</p> <p>CFAD is the consortium approval of annual funding allocation from the state. This is required each year by all consortiums</p>

- c. Site Improvement: SDCE Child Development Chavez
- d. Site Improvement: SDCE Miramar

State deadlines have not changed. The CFAD shows what our membership breakout is for our allocation formula. 25% of funds go to San Diego Unified and 75% go to Continuing Education. Full allocation to the Consortium is \$4,89,753 Million; this includes a \$109,000 COLA. Due certified in NOVA system by May 2<sup>nd</sup>, 2020.

Deficit noted in NOVA system due to money taken back from the state that was not corrected in the reporting system. An email from the state was included to explain the adjustment. Certifying officials in NOVA for San Diego Unified are Mike and Sarah. Certifying officials for Continuing Education are Michelle and Kelly.

M: Michelle Fischthal  
2<sup>nd</sup>: Clint McVay  
Discussion: None  
Abstentions: None  
All in favor

#### **Q2 Expenditure Certification- Kelly Henwood**

Already submitted by both agencies; language added on the corrective action plan and summary of activities for CEO. Both agencies are below target. Expenditure report includes the 18-19 and 19-20 allocations. Due to be certified in NOVA by March 31. We may want to consider how money is spent in each quarter so we can reflect projections correctly in NOVA. Concern around advocacy efforts in Adult Ed Community to limit carry over amount year to year were discussed.

M: Lorie Crosby Howell  
2<sup>nd</sup>: Esther Matthew  
Discussion: None  
Abstentions: None  
All in favor

#### **Site Improvement: SDCE Child Development Chavez- Carol Wilkinson, Child Development CE Mesa, SDCE**

Provided background on the approval request of a windscreen or barrier that goes on top of the balcony at the Chavez campus for the CTE Child Development Program. This will prevent students from needing to go to another campus to complete final courses for their certificate.

M: Esther Matthew  
2<sup>nd</sup>: Lorie Crosby Howell  
Discussion: None  
Abstentions: None

	<p>All in favor</p> <p><b>Site Improvement: SDCE Miramar-</b> Carol Wilkinson</p> <p>Provided background on the approval request to build a lab school at the Miramar campus. The current location used is challenging because of where the restroom area is located which causes children coming from one classroom to another to be disruptive to instruction. A new lab will help increase the enrollment.</p> <p>M: Esther Matthew 2<sup>nd</sup>: Lorie Crosby Howell Discussion: None Abstentions: None All in favor</p>
<p>6. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>a. Introduce Nate Sachdeva SDUSD Adult Education Lead</li> <li>b. Annual Plan PY 20/21</li> <li>c. SDCE Counselor Contact List by Program</li> <li>d. SDCE Immigrant Support Pilot and Faculty Coordinator Sheyla Castillo</li> </ul>	<p><b>Introduce Nate Sachdeva SDUSD Adult Education Lead-</b> Sarah Vielma, CCTE/AE Director, SDUSD</p> <p><b>Discussion:</b> Nate is the new program manager overseeing adult education. He has experience with strategic partnerships. <b>Action:</b> None</p> <p><b>Annual Plan PY 20/21-</b> Kelly Henwood</p> <p><b>Discussion:</b> Completed annually. Discussion of activities and strategies to note in the strategic plan occurred. This includes ad hoc coordination of work meetings and use of CAEP resources. Plan is due on August 15 in NOVA. No guidance from the state has been provided yet. <b>Action:</b> None</p> <p><b>SDCE Counselor Contact List by Program-</b> Lola Gaona, CAEP Faculty Coordinator/Counselor, SDCE</p> <p><b>Discussion:</b> Corrections to make were discussed. May want to have two versions while we are working off campus, one with phone numbers and one without. Note symbols included on key at the bottom to indicate open entry courses. Will work with Ranessa's Office to finalize and post on the web. Information to be shared digitally to instructors and students. <b>Action:</b> None</p> <p><b>SDCE Immigrant Support Pilot and Faculty Coordinator Sheyla Castillo-</b> Maureen Rubalcaba, Dean of Student Equity, SDCE</p>

	<p><b>Discussion:</b> Shared about a new pilot program launched on February 3 being initiated through student equity that will focus on transition at all different levels (i.e. HS GED to CE to Credit). Currently has 52 student members. Also has support from 19 volunteer staff and faculty who serve on a subcommittee to start working on projects and promote the mission of the program. Mission is to create a collaborative community to support immigrant students.</p> <p><b>Action:</b> None</p>
<p>7. <b>Presentation Item(s):</b></p> <p>a. READ/San Diego, Adult and Family Literacy Services City Public Library</p>	<p>Presentation provided by Valerie Hardie from the City of San Diego Library.</p> <p>The READ program is one of over 100 literacy programs throughout the state of California charged with recruiting volunteers who in turn will work with low literate English speaking adults on basic reading and writing skills. Started in 1985 and came online in 1988. Current challenge, due to COVID-19, is the delivery of services. All public library branches have closed in conjunction with all school closures.</p> <p>The program includes training of about 250 volunteer tutors who meet at all 35 branch libraries throughout the city. Also, serve between 350-400 adult learners who are reading twice a week in branches in partnership neighborhood sites working on reading, writing, GED math, etc. Forms of communication include emails, phone calls, and video conferencing.</p> <p>Next steps: To discuss opportunities in forming a partnership with the READ program to include tutoring services for populations within both SDUSD and Continuing Education.</p>
<p>8. <b>Informational Items:</b></p> <p>a. Standing Student Services &amp; Covid-19 Update</p> <p>b. Super Region Update</p> <p>c. Upcoming Due Dates</p>	<p><b>Standing Student Services &amp; Covid-19 Update-</b> Esther Matthew, Dean of Counseling, SDCE</p> <ul style="list-style-type: none"> <li>– Implementing and developing a plan to serve new students, current students and support to instructors remotely. This includes securing computers, cameras, phones and all technological skills that can support remote operations.</li> <li>– Developing a FERPA protocol for remote counseling.</li> <li>– Current challenges include: transcript and diploma requests. Will need to determine how to support remotely.</li> </ul>

	<p><b>Super Region Update-</b> Diana Vera Alba, CAEP Faculty Coordinator/ESL Instructor, SDCE</p> <ul style="list-style-type: none"> <li>– Attended a super region meeting on March 10.</li> <li>– Concern about consortium dollars beyond 15% be returned back to the state to be distributed to other regions was mentioned.</li> <li>– CAEP funding and planning can be affected based on when we receive the funds from the state.</li> <li>– Consortium members were asked to read the carry over draft proposal and give recommendations.</li> </ul> <p><b>Upcoming Due Dates-</b> Kelly Henwood</p> <ul style="list-style-type: none"> <li>– TOPS Pro data due for Q3 by end of April.</li> <li>– Q3 expense report due by June 1.</li> <li>– Annual plan due on August 15.</li> <li>– Budget plans due September 30.</li> </ul>
9. <b>Roundtable</b>	
<b>Adjournment</b> <i>Next Meeting: May 21<sup>st</sup></i>	Adjourn 5pm