



Napa Valley Adult Education Consortium  
Board Meeting Minutes  
Napa County Office of Education  
4:00-5:30 pm  
July 16, 2018

**Board Members Present:** Barbara Nemko, Superintendent, NCOE; Ron Kraft, President, NVC; Robert Parker, VP of Admin. Services, NVC; Erik Shearer, VP of Instruction, NVC; Rosanna Mucetti, Superintendent, NVUSD; Wade Roach, Asst. Superintendent of Business Services, NVUSD; Mary Ann Valles, Asst. Superintendent, Instructional Services, NVUSD; **Absent:** Erin Smith-Hagberg, Superintendent, CJUSD

**Others:** Elena Toscano, Project Manager, Cathy Balach, Consortium Consultant

**Guest Speakers:** UpValley Family Centers: Indira Lopez, Program Director; Zachary Guzik, Education Manager

- I. Barbara called the meeting to order at 4:05pm. Welcomed Elena as PM for the consortium.
- II. Quorum established.
- III. Reviewed June Minutes - **Attachment I**
  - a. Bob moved to approve, Mary Ann seconded. All approved.
- IV. Public Comment - *None*.
- V. PM updates
  - a. Changes in AEBG (AEP) Adult Education Program - change of name
  - b. Elena reviewed the annual plan process and timeline. Wade requested to see it in NOVA.
- VI. Discussion about the consortium's 2018-19 annual plan and NCOE's role.
  - a. Barbara discussed NCOE has interest in taking on some of the AEP work with need for funding to do so.
  - b. One option is taking on a Pearson VUE center to make testing more available to people. Ron brought up that Bruce of WANB might be interested. Ron said that some of the places can make money, points out that PV can be costly - look at similar programs.
  - c. Discussion paused to accommodate guests.
- VII. Discussion: Needs for adult services up-valley; with guest speakers from UpValley Family Centers: Indira Lopez, Program Director Valley and Zachary Guzik, Education Manager (will be primary contact)
  - a. Indira spoke about current up valley services ESL working with NVC.
  - b. Plaza Comunitaria, adult program seen throughout the US, started in 2007, served more than 260 individuals. Middle school and high school education; Napa Valley Grape Growers funding might be going away.
  - c. Needs/Gap in Services:

- c.i. **GED preparation classes.** Offered it before but lost it when the funding was lost. Currently attending Santa Rosa JC program instead of NVAE.
- c.ii. **ESL classes for the workplace.** People working in hospitality; currently offering multiple levels at once, not different levels. NVC offered intermediate and college prep level ESL classes in spring 2018 at UpVC; ESL at farmworkers' camp requested; long-term plan is to build a pipeline from literacy to ESL to GED to connection to higher education
- c.iii. Barbara brought up that the consortium or USD could **fund the upvalley activities.** Erik mentioned a **vocational ESL program**, never implemented the class, but NVC could offer it. Barbara brought up options for helping with classes. Next step to investigate needs and plan this accordingly; could explore Parent University concept through On the Move; Teen Center in Calistoga offers day and night classes. Staff needs to be on site to use it.
- c.iv. **Priorities:** ESL, adult literacy, pathway to higher ed
- c.v. Ron asked about the organization's **budget.** Indira believes NV Educational funding lost was about \$60K.

**VIII.** Continued discussion about the consortium's 2018-19 annual plan.

- a. Barbara said **PD funding** would be another interest for NCOE.
- b. Erik said another grant coming out specific to fostering partnerships with K12 - **career technical incentive** grant (Strong Workforce); come through NVC, but not to NVC. \$164M for K14 partnerships.
- c. Bruce Wilson (scheduled to present to board in September) helping to establish new Career Center at VHS; mobile Technology Center on a bus.
- d. Ron asked about PearsonVUE, why the interest by NCOE. He said mobile testing center in use in some areas for purpose of higher revenue.

**IX.** MOU between NVC and NVAE - Wade and Bob confirmed its signing per discussion in the last board meeting in June.

**X.** NVC updates:

- a. Erik announced new economic workforce person is Charlie Monahan, who has held the position as an interim for the past couple of years.
- b. NVC's interests and goals for the 2018-19 annual plan:
  - b.i. ESL: getting that back on track with better coordination between partners. ESL instructor search failed so looking to find someone for English with a tenure track; will assign to a dean for now
  - b.ii. Branching into ASE: New noncredit support courses: writing support and tutoring as wrap-around supports for the program as part of the noncredit program.
  - b.iii. Adults with disabilities - partners PSI noncredit courses, targeting expansion for new services.
  - b.iv. CTE - Includes licensure and certification for police academy/criminal justice, teacher preparation.
- c. Updates for NVUSD/NVAE - Annual plan highlights presented by Elena:



- c.i. Expanding upvalley and American Canyon
  - c.ii. Partnering with Salvation Army with construction
  - c.iii. More GED sections in evenings
  - c.iv. Interest in exploring Pearson VUE
  - c.v. Trainings in CTE
- XI.** Calendar of Board Meetings
  - a.** Agreement that the board meeting time has been working well. Without full board, agreed that a poll needs to be sent out to set a regular time.
- XII.** Adjournment: Erik moved. Wade seconded.