



Napa Valley Adult Education Consortium  
Board Meeting Minutes  
June 19, 2018

Present: Barbara Nemko, Wade Roach, Erik Shearer, Patrick Sweeney, Bob Parker, Ron Kraft

Absent: Mary Ann Valles

Other: Cathy Balach, Erin Smith-Hagberg

1. Barbara called the meeting/welcome.
2. Quorum established.
3. March Minutes, attachment I. Patrick moved to approve, Erik Seconded.
4. April Minutes, attachment II. Patrick moved to approve. Erik Seconded.
5. Public Comment: None.
6. PM update
  - a. Update to increase in COLA, agreed that increase will stay with NVAE as state has already allocated
    - i. NVC: \$255,643 (no change)
    - ii. NVAE: \$2,560,721 (increase of \$5,401 from \$2,555,320)
7. Transition planning
  - a. Hiring new project manager.
    - i. Wade discussed hiring new AEBG project manager. NVUSD board already approved hiring of Elena Toscano. Wade discussed her abilities and abilities for carrying out the position.
    - ii. Patrick said Principal also selected will go to approval at the NVUSD board.
    - iii. Motion to approve Elena Toscano per the position in attachment III. Wade motioned to approve, Barbara seconded, all approved.
  - b. Continuation of contract for Cathy Balach to support transition.
    - i. Wade discussed the request, 3 months requested support per Elena Toscano (aka ET). Wade motioned to approve. Bob seconded.
8. Board changes
  - a. Addition of new board member
    - i. Cathy discussed addition of Ern Smith-Hagberg to the board.
    - ii. Erik motioned to approve. Barbara seconded.
  - b. Discussed having alternates for the board
    - i. Damon Wright for NVUSD.
    - ii. NVC none for now – TBD at a later date.
    - iii. Julie McClure for NCOE.
    - iv. Craig Wycoff for Calistoga.
9. Extending the MOU between NVC and NVAE
  - i. Cathy discussed MOU ending. Discussed wording to MOU to extend each year until the board decides otherwise. Wade moved, Bob seconded, all in favor approved.
10. Revision to the D&A Budget as provided in Attachment IV.
  - a. Ron moved to approve, Barbara seconded.
11. General updates by members

- a. Patrick reiterated that the principal has been identified and will be approved by the NVUSD board.
- b. Erik for NVC:
  - i. No new hires at this point. Currently in hiring process for Workforce Development Director. Should be approved at the July board meeting.
  - ii. Rebecca Scott is retiring as of July 31. Person hiring into that position will handle ABE, ASE.
  - iii. ESL candidate hiring was not successful. So working on that, TBD.
- c. Barbara mentioned the Workforce Development grant for job training and placement, 25% out-of-school, and 75% in-school. Grant due Friday. Cathy indicated she had spoken with Bruce Wilson of WANB, as well as Gillie Miller and Laurel at NVAE about it, so it may be in progress.

12. Discussed 2018-19 priorities

- a. Cathy reviewed attachment V and discussed the composition of the priorities, assembled per discussions especially with Judith Flores (Interim Principal at NVAE) and Erik Shearer (Board Member and overseeing AEBG until a person is appointed).
- b. Barbara mentioned the importance of the distance education.
- c. Erik brought up the library as an option for distance learning for NVC.
- d. General agreement of keeping priorities general given the changes occurring for NVAEC.

13. Discussed board meeting plans for 2018-19.

- a. Cathy discussed Attachment VI for planning 2018-19.
- b. Next meetings: July Monday 16th at 4pm. August 13th. 4-5:30.
- c. Thereafter TBD.
- d. Chairing the meeting:
  - i. Barbara will chair for the next six months
- e. Location: NCOE to be the meeting location for the year.
- f. Upcoming topics:
  - i. July: Upper Valley Needs.
  - ii. August: American Canyon Needs – invite Crystal Lopez.

14. Adjournment: Wade moved to adjourn. Erik second.