

## **ADULT SCHOOL COMMITTEE**

**AUGUST 15, 2016**

### **MINUTES (Approved 08/23/16)**

The meeting was called to order at 3:45 p.m. by Rudy Kastelic

Present: Andrea Aragoza (Counselor), Jasper Daleo (SEA Board), Erica Dibello-Hitta (MOA), Audrey Gonzales (SYA), Rudy Kastelic (Division), Jason Leichter (CVA), Diana Vera-Alba (NCA)

Absent: Sheryl Sanchez (excused)

#### Item 1. Adult Education Funding

SUHSD Finance has not yet completed the 2015-16 actuals. At this point the Adult Education Fund is estimated to have a \$150,000 deficit for 2016-17. Two state initiatives for COLA and growth are critical to California adult education for future pay raises, improved student access to classes, and future increases in the district contribution to STRS.

#### Item 2. Adult Education Staffing

To reduce the proposed deficit site allocations for instructional hours may be adjusted for the spring semester and there will be a limit on filling new and vacant staff positions.

The permanent position of Director of Adult Education is expected to be posted following the fall break. Interim Director Kastelic will be on duty until the permanent Director is selected or until early November.

#### Item 3. Length of Work Year

Staff is developing a proposal for increased professional development activities. It may include one or two full days in lieu of one or two of the scheduled partial days. Before advancing this proposal there must be assurance that there will be no impact on STRS reporting.

#### Item 4: Policies/timelines for cancelling classes

Interim Director Kastelic has directed the principals to consult with him on classes with low attendance during the first three weeks of the semester.

#### Item 5. CVA Items

Jason Leichter inquired about the plan to adjust teachers' length of service credit based on the 175 day work year and going back to 1995. Interim Director Kastelic reported those adjustments have not yet been done. He will inquire about a timeline to complete this. Leichter spoke to the issue of providing other teachers an opportunity to be in a Teacher on Special Assignment. Audrey Gonzales commented that she believed Sheryl Sanchez informed Rudy Kastelic that principals had intended to review the TOSA structure and propose a reorganization. Kastelic reported on a proposal to reduce the 3.5 positions for ABE, ESL, ASE and WIOA to 3.0 positions. Leichter pointed out there had been previous discussions about rethinking the responsibilities of the Teachers on Special Assignment.

Item 6. MOA Items

Erica Dibello-Hitta inquired about an Irlen screening proposal she had previously supported. Kastelic asked her to forward her proposal to him.

Item 7. NCA Items

Diana Vera-Alba asked if we can go back to allowing students to purchase books at the school sites citing there are students who are unable to order books online because they do not have credit cards. Kastelic will consult with Michelle Dullea and Mary Murphy-Clagett. She said CTE teachers are uneasy about their positions in the spring semester. Kastelic assured the members that there are no plans to eliminate any programs. There may be potential reductions to adjust to a potential deficit pending the outcome of the 2015-16 financial actuals. It is hoped that adjustments to the spring schedule would be minor. She also inquired about the process to achieve tenure. Kastelic reported that a teacher is credited with a probationary year after completing an assignment of more than 18 hours per week for at least 75% of the regular school year. Upon completing two years of probationary status tenure is achieved on the first day of the third year. He said the two probationary years did not have to be concurrent. Leichter said there was a change to requiring two consecutive probationary years. Kastelic will confirm.

Item 8. SYA Items

Audrey Gonzales inquired about the phase in of Infinite Campus for adult education. Kastelic reported that the contract with ASAP was cancelled last spring, effective July 1, 2016. However, it was decided to renew the contract through June 30, 2017 after it was determined that programming for adult education reporting requirements was not completed for Infinite Campus. David Delacalzada has requested reporting requirements from adult education staff. Upon receipt of this information IT will develop needed programming to be reviewed and approved by adult education staff before implementation. The intent is to bring adult education online with Infinite Campus for spring semester and ASAP is considered back-up "insurance" through June 30, 2017. Audrey also raised the issue about more internet access for adult schools with less filters and segmenting adult education form 7-12.

Item 9: South Bay Adult Education Regional Consortium - TABLED

Item 10: Division of Adult Education Website and Class Schedule – TABLED

Item 11: CASAS Field Testing – TABLED

Item 12: Name of Committee – TABLED

Item 13: Infinite Campus (Gonzales) – Covered under Item 8.

Item 14: PLCs (Dibello-Hitta) – TABLED

Item 15: Equipment Inventory – TABLED

The meeting ended at 5:30 p.m.

NEXT MEETING

Date: Monday, September 12, 2016

Time: 3:30 p.m.

Location: Division of Adult Education Office Library