

ADULT SCHOOL COMMITTEE

SEPTEMBER 12, 2016

MINUTES (APPROVED 10-17-16)

The meeting was called to order at 3:30 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), Mary Murphy-Claggett (Guest), Sheryl Sanchez (Principal)

RATIFICATION OF MINUTES FROM THE AUGUST 15, 2016, MEETING

Motion to ratify the minutes of the August 15, 2016 meeting by Jason Leichter, seconded by Audrey Gonzales, and approved unanimously.

Item 1. Adult Education Funding

SUHSD Finance completed the 2015-16 actuals. Total revenue was \$16,484,947. Total expenditures were \$16,357,821. Revenue exceeded expenditures by \$127,126.

There is still work to be done on the 2016-17 Proposed Budget. Rudy Kastelic expects clarification for the 2016-17 budget during the first week in October.

Rudy reported that the California Council for Adult Education legislative priority for 2017 will be a COLA for the Adult Education Block Grant.

Item 2. Adult Education Staffing

There was a discussion about how temporary teachers can achieve permanent status. It was suggested that the principals have routine discussions regarding hirees assigned to multiple sites and that data bases be created each semester that list permanent and probationary teachers by site.

Item 3. Length of Work Year

Teacher on Special Assignment Mary Murphy-Claggett presented two proposals for Professional Learning Community Dates and Non-Student Days.

The first proposal is to schedule PLCs on the second Thursdays of the months: September 8, October 13, November 10, January 12, February 9, March 9, April 13 and May 11.

In the second proposal responds to evening teachers who requested to have the day rotate for each PLC to accommodate the classes that meet only Monday and Wednesday and not always affect the Thursday classes.

To assist in planning Mary volunteered to conduct a survey on Google Docs to include faculty demographics, days and evening classes, permanent and probationary teachers and conflicts with outside employment.

Item 4: Policies/timelines for canceling classes – No report

Item 5. STRS Service Credit Adjustments

Rudy Kastelic reported that STRS Service Credit adjustments for adult school teachers will be made by SUHSD Payroll Department staff retroactive to 1998. The adjustments are not likely to be completed until late in the current school year.

Item 6. Online Book Orders

Rudy reported that he is aware of concerns about online book order deliveries to students. There have been several calls to the Division of Adult Education Office from students who received incorrect books and some cases in which publishers are out of the books that were ordered. No action was taken at this time.

Item 7. CVA Items - No report

Item 8. MOA Items

Erica Dibello-Hitta requested that Google chrome be the default browser for all teachers and student equipment. Mr. Kastelic will investigate to determine if this can be done.

Item 9. NCA Items - No report

Item 10. SYA Items

Regarding the selection process for the Director of Adult Education, Audrey Gonzales reported that she emailed Dr. Fulcher to suggest that all of the members of the Adult School Committee, excluding Mr. Kastelic and Ms. Sanchez, be included on the panel that interviews applicants for the position.

Item 11: South Bay Adult Education Regional Consortium - TABLED

Item 12: Division of Adult Education Website and Class Schedule – TABLED

Item 15: Equipment Inventory – TABLED

The meeting ended at 5:45 p.m.

NEXT MEETING

Date: Monday, October 17, 2016

Time: 3:30 p.m.

Location: Division of Adult Education Office Library