



Capital Adult Education Regional Consortium

Meeting Minutes January 9, 2019

➤ **Members & Partners Present:**

Alejandro Ramos, Washington USD
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library Authority
David French, Center Joint USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Mike Smith, SCOE
Patricia Black, CAERC/Sacramento COE
Rhonda Koff Balmain, Folsom Cordova USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:04 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at time of roll call (Center, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, and Washington). Davis and San Juan arrived after the roll call, and one voting member who was unable to attend submitted their votes electronically (Amador), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library Authority and Sacramento Food Bank were also present for the meeting.

➤ **Approval of January 9, 2019 Meeting Agenda**

- The agenda for the January 9, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the January 9, 2019 agenda was approved (13 in favor, 0 against). [Amador submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of December 5, 2018 Meeting Minutes**

- Minutes from the December 5, 2018 Consortium meeting were reviewed. The following correction was made to Upcoming Meetings and Events: CCAE stands for California Council *for* Adult Education, not California Council *on* Adult Education
- On a motion by Sue Gilmore and seconded by Lisa Pettis, the amended December 5, 2018 minutes were approved (13 in favor, 0 against). [Amador submitted their vote electronically in favor of approving the October minutes.]
- Approved December 5, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **Adult Education Program Updates and Deliverables**

Consortium-Level Deadline to Expend Data & Accountability Funds

- An announcement has been made by the CDE AEO that the problems with Fi\$Cal have been fixed and funds for this year should be arriving soon.
- For CAERC, the Data & Accountability funds needed to be spent, not encumbered, by December 31, 2018.
- A template will be sent out to all members to certify that their Data & Accountability money has been spent. Kiu Chuong will then upload this information, report the expenditures in MIS, and have it certified by the state.

Consortium-Level Deadline to Expend Fund C

- Fund C expenditures -- 2017-18 funds plus any carryover from 2016-17 -- needed to be spent by December 31, 2018. The final fund C expenditure report is due in NOVA by February 1, 2019.
- A template will be sent out to all members to certify that their Fund C money has been spent.

Consortium-Level Deadline: Member Expense Reports for Quarter 2

- Fund D member expense reports for quarter 2 are due February 1, 2019.

2017-18 Program and Expenditure Data by Program Area

- 2017-18 program and expenditure data by program area is due February 15, 2019.
- Per the AEP webinar on November 7, 2018 this will be an ongoing report and not a one-time report.

Consortium Fiscal Allocation Declaration for 2019-20

- The CFAD is due May 2, 2019.

3-Year Strategic Plan and Evaluation Report

- The 3-year plan and evaluation report is due June 7, 2019.
- A series of engagement events will occur over the next 6 months to prepare for the 3-Year Plan. This includes individual interviews with members.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- CAERC's content developer is creating original content for CAERC to use across different social media platforms.
- Tom Sticht, International Consultant in Adult Education, gave permission to post a series of 26 graphics containing statements from his "ABC's of Investing in Adult Literacy Education." These statements will be posted every Wednesday on CAERC's social media platforms.
- The third Marketing & Outreach Subcommittee meeting will take place on Friday, February 8, 2019. John Fleischman will present the draft of the ESL video shoot at Elk Grove Adult and Community Education, San Juan USD's Sunrise Tech Center, and Cosumnes River College.

Director's Workgroup

- The Director’s Workgroup will take place on Friday, January 11, 2019. Members will continue working on the 3-year plan.
- The AEP office will hold a webinar on Reporting 17-18 Hours of Instruction and Operational Costs by Fund Source on Friday, January 11, 2019 from 1:30pm to 3:00pm. Members are invited to watch the webinar before the Director’s Meeting starts.

Transition Specialists Workgroup

- Branka Marceta has been informing the transition specialists of regional events that are happening in our area.

Data & Accountability Workgroup

- The Data & Accountability workgroup met on December 20, 2018 and shared their processes for completing update records.
- The Data & Accountability workgroup also met on January 8, 2019 and worked on outcomes data for this year.
- Second quarter student data is due January 31, 2019.

Curriculum Alignment Workgroups

- The ELA Alignment workgroup led the ELA Network Meeting on December 7, 2019. They shared the new ERWC module on Threatening Stereotypes.
- The Math Alignment workgroup met on December 7, 2019 and continued working on the Algebra I curriculum. The work has been delayed due to unforeseen circumstances and is now planned for completion by the end of the school year.
- The ESL Alignment workgroup was scheduled for December 7, 2019, but was cancelled due to the CATESOL State Conference.

➤ **Professional Development**

- The ESL Alignment workgroup will present at the EL Civics Conference on February 1, 2019 at the Charles A. Jones Career and Education Center.

➤ **Network Meetings**

- The second Math Network meeting will be held on January 25, 2019 from 1:00pm to 4:30pm. The Math Alignment workgroup will share their progress on the Algebra I curriculum and provide instructional strategies for use in the classroom.
- The final ELA Network meeting of the year has been moved from March 1, 2019 to March 8, 2019 from 1:00pm to 4:30pm.
- The final ESL Network meeting of the year is scheduled for May 3, 2019 from 1:00pm to 4:30pm.

➤ **Director’s Report**

- An e-mail will be sent out to members to choose a time and date for their 3-year plan interviews.

➤ **Upcoming Meetings and Events**

- EL Civics North at Charles A. Jones Career and Education Center, February 1, 2019, Sacramento
- California Adult Education Administrators Association [CAEAA] Conference, February 7-8, 2019, Sacramento
- OTAN’s Technology and Distance Learning Symposium, March 2, 2019, Hacienda La Puente Adult Education
- Coalition on Adult Basic Education [COABE] Conference, March 31-April 3, 2019, New Orleans, LA
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, April 3-5, 2019, Sacramento
- California Council for Adult Education [CCAEE] Conference, April 25-27, 2019, San Diego

- AEBG TAP Webinars:
 - Reporting 17-18 Hours of Instruction and Operational Costs by Fund Source, Friday January 11, 2019, 1:30pm-3:00pm
 - Pre-Planning Guidance and Self-Assessment Tool, Tuesday, January 15, 2019, 1:00pm-2:00pm
 - Community Asset Mapping Based on the 3-Year Planning Process, Tuesday, January 22, 2019, 1:00pm-2:00pm
 - 3-Year Planning – Where Do We Go Next? Tuesday, January 29, 2019, 1:00pm-2:00pm

➤ **Other Items for Discussion or Distribution**

- Casandra Issaka proposed the possibility of more Adult Education ESL classes being held at libraries. San Juan USD currently holds one of their ESL classes at the Arcade Library in Sacramento.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Grace Sauser, the January 9, 2019 consortium meeting adjourned at 1:56 p.m. (15 in favor, 0 against).