



Meeting Minutes

October 5, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Bethany Ely, CAERC Coordinator, Sacramento COE
Butch Wagner, Principal, Amador USD
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Christine Smith, Director, Natomas USD
Cindy Le, Community Services Specialist, Alta California Regional Center
Connie Lee, CAERC Director, Sacramento COE
Denyse Curtright, Chief, California Department of Developmental Services
Gary Sutherland, Principal, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Greg McInturf, Galt Joint UHSD
Hester Wagner, Futures Explored
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District
Dr. Joyce Hinkson, Director, Sacramento COE and OTAN
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Renee Collins, Director of CTE, Washington USD
Sue Stickel, Deputy Superintendent, Sacramento COE
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College

➤ **Welcome:** Sue Stickel, Deputy Superintendent, Sacramento County Office of Education

Members and Partners introduced themselves and were welcomed by Sue Stickel.

Roll call of members was taken. 13 members (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers and Washington) were present which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual. Center was absent and submitted their vote via email prior to the meeting.

➤ **Approval of September 7, 2016 Meeting Minutes**

- Minutes from the September 7, 2016 Consortium Meeting were reviewed.
- The minutes inaccurately listed Sacramento City and Twin Rivers as absent. Minutes will be updated to reflect both districts as present.

- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the amended September 7, 2016 minutes were approved. Motion carried unanimously. (16 yeas, 0 neas)
- Approved September 7th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- 2016-17 AEBG Allocations
 - The 2016-17 Allocation (Fund B) has been awarded and the first payment of 1/12 of the total allocation has been received. Checks will be mailed to members later this week. A letter from CDE explaining what the funds are for and what the restrictions are will be included with the check. A CAERC letter will also be included that will list the schedule for payment allocation.
 - MOU's must be in place prior to receiving the check.
- CAERC Annual Plans
 - In September, the Budget Workgroup met and developed updates for the Annual Plans. The Workgroup suggests the following:
 - Increase funding for Strategy 4: Professional Development
 - Increase funding in Strategy 6: Expand Marketing and Outreach
 - Fund Strategy 7: Increase Transition Specialist
 - Increase funding for Strategy 17: Increase Student Outreach Events & Services
 - On a motion by Sue Gilmore and seconded by Jackie White, the CAERC Annual Plan Amendments were approved. Motion carried unanimously. (17 yeas, 0 neas)
 - To implement the amendments to the Annual Plan, CAERC is seeking a grant writer, a marketing specialist and a regional transitions coordinator.
- Data and Accountability Workplan and Budget
 - CAERC has received the Data and Accountability funds. These are restricted funds with their own allowable uses to support the Data and Accountability needs of the Consortium and the data collection efforts.
 - The workgroups worked together to identify key regional strategies. Present members and partners reviewed the identified strategies and proposed budget.
 - CAERC will develop an MOU addendum for Data and Accountability funds.
 - On a motion by Lynn Bartlett and seconded by Sue Gilmore, the Data and Accountability Workplan and Budget were approved. Motion carried unanimously. (17 yeas, 0 neas)

➤ **CCAE and CAEAA Northern California Adult Education Meeting**

- David French, Sue Gilmore, Karen Malkiewicz, Alejandro Ramos, Grace Sauser, Butch Wagner, and Connie Lee represented CAERC at the September 22, 2016 CCAE/CAEAA Northern California Adult Education Meeting. A large portion of the meeting was spent answering questions about matching data systems to be consistent with Data and Accountability reporting, as well as funding.
- The Data and Accountability Workgroup will meet October 20, 2016 at SCOE to discuss the key questions that were reviewed and discussed at the CCAE/CAEAA meeting.

➤ **Workgroups and Subcommittees**

- Special Projects RFP Workgroup
 - Sacramento Public Library
 - The Special Projects RFP Workgroup is recommending CAERC award the Sacramento Public Library \$75,000 from Fund B to support their Career Online High School Program.
 - On a motion by Sue Gilmore and seconded by Butch Wagner, the Special Projects RFP award of \$75,000 to the Sacramento Public Library was approved. (16 yeas, 1 neas)

- Asset and Pathways Map Subcommittee
 - 109 courses have been added in the Asset and Pathways Map website (9 members, 4 partners). The SCOE IMS department has offered to assist with the data entry. Andrea Willis can be reached at awillis@scoe.net if data entry assistance is needed. Uploading catalogs and fliers to the website is encouraged. The subcommittee met September 16, 2016 to brainstorm Phase II: the Pathways functionality of the site. The subcommittee envisions three options for potential learners visiting the site:
 - Get a Job Certificate
 - Explore Career Section
 - Find a Class
- Data and Accountability Workgroup
 - Data and Accountability binders were provided for each agency. Each agency binder includes a revised registration template, the AEBG CAERC Toolkit and Template Key and a CAERC Data Dictionary. All of the forms can be found in the Data and Accountability Google Folder.
 - During the September Data and Accountability meeting, each agency identified their intake process and best practices for collection and entry of student data. Members should customize and begin using the revised registration form. It is suggested that members review their current intake process and reference the best practices identified to see how improvements can be made to the current intake process. Members will need to document and share their revised intake process.
- Professional Development Subcommittee
 - 105 people attend the CAERC Regional Summit. The feedback received was great.
 - A Professional Development Subcommittee meeting will be held at 3:30 pm today to discuss the PD plan for Fund B.
- Marketing & Outreach Subcommittee
 - Marketing Google Folder: goo.gl/6jKLJ0
 - Members and Partners reviewed, in small groups, different marketing and outreach strategies and discussed potential strategies for CAERC.
 - Members will be required to complete a Member Profile to be included in the Leadership Annual Report. A sample was provided. Many of the data fields will be populated using data previously submitted. Members will need to list highlights from 2015-16 as well as goals and needs for 2016-17. An interactive PDF will be sent to all members for completion. CAERC would like to have completed Member Profiles by October 14, 2016 so it will be print ready by November 1, 2016.

➤ **Upcoming Meetings and Events**

- A calendar was distributed that included CAERC meetings and CAERC sponsored/supported offerings and conferences.
- Paper calendars will not be provided going forward. The calendar will be sent to everyone electronically. The Google calendar on the CAERC site will include all registration links. Meeting reminders will no longer be sent out. Please add all meetings to your calendar. Members emails will be invited to meetings that have a required attendance.
- The November monthly meeting will be Friday, November 4, 2016 to avoid conflict with the AEBG Summit.

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.