



Capital Adult Education Regional Consortium

Meeting Minutes November 14, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Alejandro Ramos, Washington USD
Angella Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
David French, Center Joint USD
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Dr. Jamey Nye, Los Rios CCD
Jennifer Snapp, Twin Rivers USD
Dr. Joyce Hinkson, Sacramento COE
Kelly Hunkins, Amador County USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Patricia Black, CAERC/Sacramento COE
Rhonda Koff Balmain, Folsom Cordova USD
Roxanna Villasenor, Twin Rivers USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Terri Carpenter, SETA

➤ **Other Attendees:**

Cherie Raffety, El Dorado County Treasurer
David Boswell, Aztec
Ellen Y., El Dorado County
Marilyn Pino-Jones, El Dorado County Treasurer

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

The meeting started at 1:05 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Seven voting members were present at time of roll call (El Dorado COE, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, and Washington). Amador, Center, Folsom Cordova, San Juan, and Twin Rivers arrived after the roll call, and two voting members who were unable to attend submitted their votes electronically (Davis and Elk Grove), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners SETA and Alta CA Regional Center were also present for the meeting.

➤ **Approval of November 14, 2018 Meeting Agenda**

- The agenda for the November 14, 2018 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the November 14, 2018 agenda was approved (12 in favor, 0 against). [Davis and Elk Grove submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of October 3, 2018 Meeting Minutes**

- Minutes from the October 3, 2018 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the October 3, 2018 minutes were approved (14 in favor, 0 against). [Davis and Elk Grove submitted their vote electronically in favor of approving the October minutes.]
- Approved October 3, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **Adult Education Program (formerly AEBG) Updates and Deliverables**

Budget and Work Plans for 2018-19

- The budget and workplans from members were originally due October 30, 2018, but the internal CAERC deadline was extended to November 15, 2018. At the consortium-level, the budget and work plans are due November 30, 2018.
- MOU funds have arrived at CDE, but they have not released the funds to the districts or the fiscal agents yet.
- Hands-on budget meetings are being instituted to help with the budget and expenditures in NOVA. The first meeting will take place during the December 14, 2018 Director's Workgroup meeting at SCOE.

Member Expense Report for Quarter 1

- The member expense report for Quarter 1 -- July 1, 2018 through September 30, 2018 -- is due December 1, 2018.

Member Expense Report for Quarter 2

- The member expense report for Quarter 2 -- October 1, 2018 through December 31, 2018 -- is due March 31, 2019.

Special Report in NOVA to meet the Budget Bill Requirement

- A special report about 2017-18 budget expenditures will be due February 15, 2019. This report will cover how much was spent per instructional hour, per program area. The report will also require additional funding sources for each of the program areas.

Consortium Fiscal Allocation Declaration for 2019-20

- The CFAD process will occur March and April 2019; the CFAD is due May 2, 2019.

3-Year Strategic Plan and Evaluation Report

- The 3-year plan and evaluation report is due May 31, 2019.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- CAERC is using a multipronged approach to marketing. The CAERC website (www.capitaladulthood.org) is updated quarterly. Agency members who are trained on updating their current catalog offerings on the CAERC website are able to do so remotely.
- At the beginning of the year, the Marketing & Outreach Subcommittee decided to put a pause on the bus ads that were used last year and instead survey incoming students to determine how they heard about members' adult education programs. A survey was sent out to each agency on October 22, 2018 to be administered to incoming students. A reminder e-mail will be sent out every month to collect student responses.

- Another marketing effort has included the creation of videos about the programs offered by CAERC members. Last year, CAERC produced videos on CTE, ASE and High School Equivalency. This year's video will focus on ESL.
- The next Marketing & Outreach Subcommittee meeting will be held on Friday, December 7, 2018.

Director's Workgroup

- The next Director's Workgroup is scheduled for Friday, November 16, 2018 at SCOE, Room C. Topics for discussion include: Workforce Accelerator Grant, Adult Literacy XPRIZE, and 3-year planning.
- The December 5, 2018 working meeting will take place from 2:00 pm-3:30 pm and the focus will be on CTE.

Transition Specialists Workgroup

- A number of CAERC members attended the Annual High School Counseling Conference held at Folsom Lake College on Friday, October 26, 2018. The counselors and outreach specialists from Folsom Lake College shared information on a variety of topics including the 2018-19 Los Rios Steps to Success application process, FAFSA/financial aid, assessment, and AB 705.

Data & Accountability Workgroup

- The data integrity report for quarter 1 was due October 31, 2018. A summary of the enrollment and demographic data was reviewed with attendees.
- The Data & Accountability Workgroup met on Thursday, October 9, 2018 and will meet again on Thursday, November 15, 2018. The focus of the meeting will be on accurate completion of student update records for reporting outcomes. Data integrity reports for quarter 1 will also be reviewed.

Curriculum Alignment Workgroups

- The ESL Alignment Workgroup conducted its last Local Area ESL Implementation Training on Friday, October 5, 2018 at Elk Grove Adult & Community Education. This training included 19 of their ESL teachers. The next step is to begin focusing on implementing the ESL resources and curriculum created ESL programs.
- The Math Alignment Workgroup is continuing to work on Algebra I modules.
- The ELA Alignment Workgroup is continuing to adapt ERWC modules for ABE and ASE.

➤ **Professional Development**

- ESL teachers from the region are invited to attend the Stand Out (third edition) training on Friday, November 30, 2018 from 9:00am-12:00pm at SCOE. This training was organized by CAERC based on requests from the field. The training will be conducted by one of the authors, Rob Jenkins, and attendees will learn how to effectively utilize the various components of the series in their adult education classrooms.

➤ **Network Meetings**

- The first ESL Network meeting of the year was on Friday, November 2, 2018 and there were 18 teachers in attendance. The ESL Alignment Workgroup utilized materials from the ESL PRO project by LINCS to discuss the topic of rigor in the classroom and specific strategies.
- The second ELA Network meeting will be Friday, December 7, 2018 from 1:00 pm-4:30 pm at SCOE, Room B. The ELA Alignment Workgroup will be sharing a new 9th grade ASE module on Threatening Stereotypes.

➤ **Director's Report**

- Participating members of CAERC attended the English Language Learner (ELL) Navigator Pilot Convening held in Sacramento on November 13-14, 2018. The plenaries, workshops, and panels covered topics including incentivizing and building career pathways for ELLs, state and local efforts to connect resources to ELLs, and leveraging non-WIOA resources to serve customers/adult learners.

- A number of CAERC members attended the North/Far North Regional K-12 Strong Workforce program engagement meeting on November 7, 2018 in Elk Grove. The purpose of these meetings is to learn more about the K-12 Strong Workforce funding and build relationships with regional partners.

➤ **Upcoming Meetings and Events**

- ELL Navigator Pilot Convening, November 13-14, 2018, Sacramento
- CTE Conference by CALCP & CAROCP, November 14-16, 2018, Rancho Mirage
- California Economic Summit, November 15-16, 2018, Santa Rosa
- CATESOL Annual Conference, December 6-9, 2018, Anaheim
- EL Civics North at Charles A. Jones Career and Education Center, February 1, 2019, Sacramento
- AEBG TAP Webinars:
 - CA Career Pathway System Building, Wednesday, November 14, 2018, 12:00 pm-1:00 pm

➤ **Other Items for Discussion or Distribution**

- Diana Batista thanked Lynn Bartlett for joining the promising practices panel at the Association California School Administrators (ACSA) Conference and for sharing information from CAERC and San Juan USD.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Kelly Hunkins and seconded by Sue Gilmore, the November 14, 2018 consortium meeting adjourned at 2:00 p.m. (15 in favor, 0 against).