



Capital Adult Education Regional Consortium

Meeting Minutes November 4, 2015

➤ **Members & Partners Present:**

Alyson Collier, Program Coordinator, Center Joint USD
Butch Wagner, Principal, Amador USD
Charlie Linebarger, Principal, Folsom Cordova USD
Christine Smith, Director, Natomas USD
Connie Lee, CAERC Director, Sacramento COE
Denyse Curtright, California Department of Developmental Services
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Jackie White, Adult School Administrator, Twin Rivers USD
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Joyce Hinkson, Director, Sacramento County Office of Education
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Lori Perez, Coordinator of College and Career Readiness and Transitions, Yolo COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Maysua Chervunkong, Workforce Development Analyst, SETA
Robert Lemmon, Director, Galt Joint UHSD
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources,
American River College

- **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District
John Fleischman, Assistant Superintendent, Technology Services,
Sacramento County Office of Education

Members and Partners introduced themselves and were welcomed by Sue Lorimer

➤ **Approval of October 7, 2015 Meeting Minutes**

- Minutes from the October 7, 2015 Member/Partner Meeting were reviewed.
- Lori Perez's name was not listed as a present member in the minutes. Her name will be added.
- On a motion by Charlie Linebarger and seconded by Butch Wagner, the amended October minutes were approved. Motion carried unanimously.
- Approved October 7th minutes will be posted on the CAERC website at www.capitaladulthood.org.

➤ AEBG Updates and Deliverables

- CAERC Governance Plan
 - The CAERC Governance Plan was submitted to the AEBG office the week of October 26, 2015. The AEBG office has received multiple plans. CAERC will be notified once the plan is approved. The approved Governance Plan will be posted on the AEBG website.
- CAERC 3-Year Amended Plan
 - Members and Partners reviewed the draft 3-Year Amended Plan.
 - An electronic copy was emailed to the officially-designated members.
 - Officially-designated members voted to approve the 3-Year Amended Plan. It passed with a vote of 17-0 with Sacramento City USD, Washington USD, and Natomas USD voted electronically via email.
- CAERC Annual Plan 2015-2016
 - The Annual Plan can be amended later in the year if needed.
 - Due to limited time the Consortium chose to opt out of the plan's optional areas.
 - October 28, 2015 updated workbooks were sent out from the AEBG office. CAERC staff re-entered all member data into the new tables to avoid having members complete the new tables.
 - Charlie Linebarger expressed a concern that the number of students served in 2015-2016 is less than the number served in 2013-2014 and may cause concern for those looking at this data.
 - Sue Lorimer and Connie Lee stated that in the Notes section in the narrative will explain the discrepancy in numbers. Some members submitted unduplicated numbers and some submitted duplicated numbers. This would also cause the numbers to be skewed.
 - The data at this time is 'estimated.' Official numbers will be reported at the end of the year.
 - The AEBG office has been asked for clarification on collection of duplicated or unduplicated numbers.
 - The Annual Plan was reviewed. Charlie Linebarger motioned to accept the plan as written. Karen Malkiewicz seconded the motion. The motion passed unanimously.
 - Officially-designated members dated their signatures on the two plans for submission.
- CAERC Members Fiscal Allocation for 2015-2016
 - A summary of the CAERC Fiscal Allocation Workgroup recommendation was reviewed.
 - The fiscal allocation formula and methodology was recommended by the Fiscal Allocation Workgroup and approved by CAERC Members. It can change in future years.
 - Los Rios is not requesting a CAERC fiscal allocation for 2015-16. Similarly, SCOE has opted to not provide direct adult education program services in 2015-2016 and will not receive a Consortium allocation in 2015-2016.
 - A vote for the fiscal allocation was collected electronically. The official vote was 16 yeas and 1 nay. Based on approval from a two-thirds vote, the fiscal allocation recommendation passed.
- CAERC Proposed Budget for January 2015 – June 2016
 - CAERC's purposed budget was distributed for review.
 - The total CAERC Consortium Funding is \$5,496,880.91. The monies will be split as follows:
 - a) Priority 1: Rebuild AE Programs/Services - \$4,644,864.44

- b) Priority 2: Pathways and Alignment - \$494,719.29
 - c) Priority 3: Student Support Services - \$54,968.81
 - d) Priority 4: Data & Accountability - \$27,484.41
- The proposed budget will go to the SCOE Board on November 17, 2015 and will include a recommendation to authorize CAERC member expenditures back to July 1, 2015.
- The AEBG Office believes Consortium funds will arrive to the fiscal agents by the end of November.
- MOU's will be created between SCOE and each member with all expectations for both agencies listed out.
- Expenditure contracts will be created for any Consortium monies allocated to non-CAERC members.
- A summary of duties and responsibilities for the two draft CAERC job positions (Director and Coordinator) were reviewed. Feedback from members/partners is welcomed. Both positions are certificated with either elementary, secondary, adult education credentials or community college qualifications. A Master's Degree is preferred but not required. The goal is to get both positions filled shortly after the first of the year.
- AEBG Legislative Summit
 - SCOE hosted the AEBG Legislative Summit October 16, 2015.
 - The purpose of the summit was for the legislative and policy staff to learn what the consortia are doing and be able to ask questions.
 - Consortia present were Sierra, North Alameda, CAERC, Fresno and Contra Costa. Student success stories from adult education programs were also presented.
 - The presentations from the consortia highlighted how different the challenges may be for consortia in different parts of the state.
 - In attendance were representatives from the Legislative Analyst Office (LAO), Department of Finance, and several CA Legislative staffers.
 - Proposed AEBG allocations for next year will be known by January when Governor Brown releases his proposed 2016-2017 budget.

➤ **Other Items for Discussion or Distribution**

- The AEBG Technical Workshop on November 3, 2015 went well. December 1 and 2, 2015 is a Reader's Conference. Project Leads and Directors will network and read each consortium's plan. Each participant will be assigned approximately 8 hours of homework of reading plans. CAERC will receive feedback on the plan but it is up to CAERC what to do with that feedback.
- The CAERC Budget is due to the AEBG office on December 11, 2015.
- In January the Biannual Expenditure and Progress Report is due. Quarterly reporting has been changed to Biannual. Any expenditure from July, 2015 through December, 2015 will have to be reported. The Progress Report is narrative. The expenditure report is for the Consortium allocation only. The fiscal agent, SCOE, will compile member data into one report. The expenditures for the Biannual Expenditure Report is broken down by object code. Members have three (3) years to spend the Consortium allocation. If members have not expended dollars by December 2015, they can report expenditures in next year's report. If no expenses are reported in December an explanation will be submitted that indicates funds were not received to allow spending in this year.
- The Annual Program-Area Expenditure Report will be due yearly in July. This report will include MOE and Consortium allocations. This report is inclusive of the 7 program areas. The report will ideally show a need for additional funding from the legislature. Braided funding is not reported in the Annual Program-Area Expenditure Report. Allocation allotments will be monthly once the initial amount is received. At this time, CAERC staff is recommending that all member invoicing be expenditure-based and be submitted to

SCOE on a quarterly basis.

- TOPSpro Enterprise Consortium Pilot – The official launch of pilot will be January 6, 2016 at the monthly CAERC meeting. The PD process will start in the first week of January. More information will be available at the December meeting. Wednesday January 13, 2016 will be a meeting on TOPSpro. Please save all day. The morning will be computer-based training and afternoon will be a collaboration time for teams. Two to three people per district should attend, a data person and a lead person.
- CTE Incentive Grant: There is CTE grant money available. Information was sent by Denyse Curtright with the California Department of Developmental Services to CAERC. Eligible agencies are school districts, county offices, charter schools with active charter numbers, regional occupational centers and programs operated by Joint Power Authorities. It is a match for dollar grant for CTE programs. Part 1 is due November 30, 2015. Louise Stymeist with CRANE has offered her services to work with members if help is needed in applying for this grant. This is not a competitive grant. There is \$900 million available over three years, with \$400 million going out the first year. It does require matching. Matt Perry from CRANE suggested going as high as possible on matching using CTE teacher salaries for matching. Matt also suggested having your fiscal person involved due to matching dollars.
- The first draft of the Sacramento News & Review publication has been delayed approximately a week due to some problems with a few of the digital images. As soon as the draft has been received, it will be sent electronically to the members.

➤ **Public Comment**

- There were no public comments.