



Capital Adult Education Regional Consortium

Meeting Minutes

November 9, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE
Bethany Ely, CAERC
Branka Marceta, CAERC
Breanna Besseling, CAERC
Brenda White, Futures Explored
Brett Watson, Amador COE
Butch Wagner, Amador COE
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Publicover, El Dorado COE
Diana Batista, SCOE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
John Fleischman, SCOE
Karen Malkiewicz, Elk Grove USD
Karen Swan, Yolo COE
Katherine Weston, Alta Regional Center
Keven MacDonald, Natomas USD
Kiu Chuong, SCOE/CAERC
Laura McCrary, Futures Explored
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Michelle O'Camb, SETA
Renee Collins, Washington USD
Sue Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD

➤ **Welcome:** Al Rogers, Deputy Superintendent, SCOE

The meeting started at 1:10 pm because the quorum was not met at 1:00 pm. Roll call of members was taken. Nine members were present at time of roll call (Amador, Center, El Dorado, Elk Grove, Los Rios, Natomas, Sacramento City, San Juan, Washington) and 1 member submitted their votes electronically prior to the meeting (Twin Rivers), which

met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of November 7, 2017 Meeting Agenda**

- The agenda for the November 7, 2017 Consortium Meeting was reviewed.
- There was discussion about removing the word “draft” from the agenda.
- Branka Marceta moved to add a topic for Item #10, “Other Items for Discussion or Distribution,” to congratulate Gary Sutherland for being named “ACSA’s Adult Education Administrator for 2017.”
- On a motion by Sue Gilmore and seconded by Butch Wagner, the November 9, 2017 agenda was approved with the added agenda item (13 in favor, 0 against).
 - Jackie White, Twin Rivers USD, submitted an electronic vote

➤ **Approval of October 4, 2017 Meeting Minutes**

- Minutes from the Consortium Meeting were reviewed.
- Jamey Nye noted a correction in the meeting start time: it should read that the meeting started at 1:10 pm and not 1:40 pm.
- On a motion by Sue Gilmore and seconded by Tad Meyer, the October 4, 2017 minutes were approved (13 in favor, 0 against).
 - Jackie White, Twin Rivers USD, submitted an electronic vote
- Approved October 4th minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 16/17 Fund B MOU Addendum

- The Fund B MOU Addenda were received from all districts except Twin Rivers.
- All checks have been sent out to the members.

FY 17/18 Fund C

- All members received an email from Breanna asking to verify their mailing addresses.
- Since all addresses were verified, the July/ August Fund C apportionment checks were mailed out to all members.
- The September apportionment checks will be released next week.

NOVA Fiscal System Update

- Kiu thanked all members and fiscal staff for attending the NOVA webinar and training last Friday at SCOE.
- The new NOVA fiscal system will be used by members to collect budget, expenditure, and eventually CFAD information.
- Kiu informed the members that the NOVA webinar is archived and will be available on the AEBG website.
- If members would like a second training on NOVA, one can be arranged.
- Kiu noted that reporting will now be done at the member level, not at the consortium level, and the reporting will be done quarterly and not bi-annually.

AEBG TOPSpro Enterprise 1st Quarter DIR Due 1/31/18

- Bethany thanked the members for turning in their 1st quarter DIRs for 17/18 by October 31, 2017.
- The 2nd quarter DIR for 17/18 is due to aebg@casas.org and caersubmit@scoe.net on January 31, 2018.
- The next Data & Accountability meeting will be on Thursday, November 16, 2018 from 1:00 – 3:30 p.m. at SCOE.

VOTE: Special Projects Request for Proposals Application

- Last year's RFP was awarded to the Sacramento Public Library in partnership with Elk Grove USD.
- This year, CAERC's Annual Plan and Budget approved on August 9th included Special Projects Request for Proposals to address two regional strategies: professional development and leveraging resources in the amounts of \$60,000 and \$40,000, respectively.
- The Ad-hoc Director's Workgroup to Create the RFP met on October 6th to develop and finalize its recommendation for CAERC's RFP application.
- If the proposal moves forward, the project could only run for 6 months
- Kiu informed the consortium that a member must be a sponsoring agent for a partner as partners cannot input data into the new NOVA fiscal system.
- The intent of the grant was for multiple members and partners to apply and receive a portion of the overall funds, not for one partner to be awarded the full \$100,000.
- Members pointed out that the verbiage of the application will need to be updated as last year's application was used.
- The RFP application is due on 11/27/2017.
- Members debated postponing the application until next fiscal year to give partners a longer time to develop their applications.
 - There was question if the RFP postponement contradicted what was written in the CFAD.
 - Members said there was no contradiction as the funds that are allotted for the RFP can be redistributed.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, The Special Projects Request for Proposal Application was postponed until the next funding cycle. (13 in favor, 0 against).

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- During the September CAERC meeting, the marketing proposal was presented to the members.
- The Marketing & Outreach subcommittee will be meeting four times during the year to discuss marketing and outreach efforts; the next meeting is in December.
- The primary goal of the marketing and outreach proposal is to increase participation in adult education programs in the Sacramento region. The secondary goal to promote the value of CAERC to the community at large as there is minimal knowledge of CAERC throughout the region.

- The primary objective of the proposal is to promote the CAERC Asset Map.
- Activities in the proposal include developing videos and clips focusing on basic skills, adult secondary, and high school equivalency completion; revamping CAERC's social media; developing newsletters; and attending outreach events.
- The artwork for the bus and light rail ads are projected to be completed this month.
- Production of videos will begin in late November and be finalized by January.
- John thanked Renee Collins of Washington USD and Rhonda Balmain of Folsom Cordova USD for offering to provide student success stories.
 - Please let Branka and John know if any other programs are interested in having their students featured as success stories.
- The video clips will also be posted on CAERC's Facebook page and other social media accounts.
- To help facilitate the marketing and outreach campaign, members can leverage the use of CAERC's social media, reach out to students to be featured in video clips, forward CAERC's newsletter out to their adult education circles, and inform CAERC staff about outreach events they can attend.
- Members thought it would be beneficial for the marketing campaigns to be in multiple languages, especially Spanish.
 - Branka will look into their funding and see if translations are a possibility.
- Michelle O'Camb mentioned that WIOA Title II representatives are now at Hillsdale, this could be a good opportunity to pilot their outreach efforts.
- CAERC is still in the process of looking for a social media temp exempt. In the meantime, Branka and Bethany have been more active on CAERC's Facebook page.
- With the Asset Map awareness campaign beginning in December, it's important that the Asset Map contain accurate class and program information.
- The first Asset Map Data Entry training was held at SCOE on October 16 from 9:00 am -11:00 am. The next data entry training will be held on December 14th from 9:00 am-11:00 am in the SCOE Computer Lab.
- A 28-page Administrative User Guide is available for download after logging in to the admin page. Please reference this guide when updating your agency's information on the website.
- The CAERC Community Newsletter will be published this month.

Alignment Workgroups

- The ESL, ELA, and Math Workgroups are working on developing curriculum in their subject areas.
- The ESL workgroup is completing curriculum for EL Civics COAAP 51.1. A list of the ESL Level Descriptors at 3 levels – Intermediate-Low, Intermediate-High and Advanced is included in the meeting packet.
 - The document is based on California Pathways Descriptors, English Language Proficiency Standards for Adult Education, CASAS Level Descriptors and LRCCD SLO alignments.
- Math is developing a boot camp course for elementary algebra and will be exploring promising practices for adult schools that are unable to implement whole group instruction.

- ELA will be looking at relevant ERWC modules and modifying them to best fit adult learners.
- Jamey Nye posed a question for the group: how can Los Rios place students without a GPA or transcript into courses?
 - Los Rios's current application system, CCC Apply, requires students to input their GPA.
 - Members informed the group that many adult education students do have GPAs and transcripts.
 - A solution could be contacting GED® and HiSET Testing and getting their input.
 - Another solution could be Los Rios testing more on a student's personality and grit as opposed to academics (how many hours a student can dedicate to school).
- Dr. Nye did clarify that students without a high school diploma can take credit bearing courses at Los Rios and get an AA degree.
- Diana Batista inquired about the Math requirement in the CC system and if they are looking at having two tracks, one that is statistical and one that is algebraic.
 - Dr. Nye informed members that there has been an executive order from CSU's Chancellor White that states intermediate algebra will no longer be a requirement for non- STEM majors.
- Dr. Nye mentioned that a kick-off meeting at the district office on this topic will be held on December 1, 2017 from 9:00 am– 11:00 am and that adult education representation would be beneficial.
 - Branka mentioned that it might be a good idea for CAERC's transition specialists to attend, but some members felt that it was not a good fit as their transition specialists are focusing more on job placement and employability.
 - Arrangement can be made after the meeting to find consortium representatives to attend.

Ad hoc Director's Workgroup to Create RFP

- The Ad-hoc Director's Workgroup to Create the RFP met on October 6th to develop and finalize its recommendation for CAERC's RFP application.

Ad hoc Director's Workgroup on Data Collection

- The Ad-hoc Director's Workgroup on Data Collection met on October 6th to develop a simple form for member districts to use to request social security numbers from our consortium's adult learners (if permitted by member district/COE).
- As a reminder, the AEBG office does not plan to release guidance on collecting Personally Identifiable Information (PII) and will "refer to existing guidance for state funding from their state agency and/or district/county office."
- The form will be translated into 18 languages to match the CAERC registration form.

➤ **Workgroup/ Subcommittee Updates**

Section 504 Training

- Section 504 training is one of the consortium-level professional development activities identified in CAERC's 2017-18 Annual Plan.
- Section 504 is part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability.
- The training is intended for adult school employees that interact with students (administrators, teachers, front office staff, counselors, transition specialists)
- The 504 Training will be on January 12, 2018 from 9:00 am- 11:30 am.

New World of Work: 21st Century Employability Skills Training

- New World of Work training is one of the consortium-level professional development activities identified in CAERC's 2017-18 Annual Plan.
- The training was hosted by Los Rios CCD for its 4 colleges on October 6-7.
- The training is intended for classroom teachers.
- Each K-12 district, COE and college is invited to send 3-4 teachers to attend this 2-day training. It is recommended that members send lead teachers for ABE/ASE, ESL and CTE so they can take the information back to their sites and help other teachers integrate these module-based lessons into their existing curriculum.
- The training at SCOE is scheduled for February 22 -23; flyers with registration information will be distributed once the contract is finalized.

➤ **Director's Report**

- Due to time constraints, Branka will spread the director's report across multiple monthly meetings and regional collaborations throughout the year.

➤ **ELL Navigator Pilot Update**

- Through a partnership between the State Labor Agency and the Governor's CWDB, \$2.5 million in discretionary dollars were awarded to WDAs to establish ELL Workforce Navigators.
- Funding was made available due to the challenges historically faced by adult ELLs when navigating what tends to be extremely complex workforce systems.
- For this pilot, SETA is joined by 4 local WIOA Title II providers: Sac City USD, Elk Gove, USD, San Juan USD, and Folsom Cordova USD in collaboration with the Folsom Cordova Community Partnership.
- SETA is one of five grant recipients to receive \$500,000 for a pilot that will span 18 months.
- The pilot establishes 4 ELL Workforce Navigators to serve a minimum of 120 ELLs.
- In California, there is a strong need for this pilot as 27% of the population or 10 million individuals are foreign born. 44% have languages spoken other than English at home. Of those, nearly 60% of those 19 years or older are limited English proficient with 36% lacking high school diploma or equivalent.
 - English language learners experience 20% higher poverty rates and earn median incomes that are 12% less than native born individuals.
- The pilot has great timing in that WIOA places emphasis on serving individuals with barriers to employment, bringing Individuals with Disabilities, as well as Limited English Proficiency individuals to the forefront.

- Some challenges ELLs face with navigating workforce systems include separation from language learned to vocational training, the perception that WIOA outcomes will be negatively impacted by enrolling a hard-to-serve population, the fact that ELL workforces can be fragmented, and the large focus on compliance.
- Key components of the pilot include the following:
 - Establishing ELL Workforce navigators that will serve as job coaches, quasi social workers that can better assist ELLs in navigating Sacramento’s workforce development system.
 - Increasing alignment and co-enrollment in Title II Adult Education.
 - Coordinating Integrated Resource Teams (IRTs) and wrap around services.
 - Building or enhancing existing collaborations with the Sacramento Works America’s Job Centers of California, County of Sacramento – DHA, refugee resettlement agencies, refugee employment service providers and other Community Based Organizations (CBOs), and focusing on Integrated Education and Training (IET) opportunities.
- ELL Navigator goals include the following:
 - Conduct outreach in a culturally and linguistically relevant manner to target populations.
 - Increase enrollment of ELL individuals into workforce programs (primarily WIOA Titles I and II).
 - Leverage local partnerships to build a network to provide wrap-around services.
 - Increase partnership/collaboration with CBOs.
 - Increase number of ELLs obtaining HS Diploma or equivalent.
 - Increase number of ELLs entering training and obtaining industry recognized credentials.
 - Improve overall labor market outcomes for ELLs.
 - Test and measure the impact of the navigator structure.
- ELLs can get referrals from navigator recruitment, SWAJCCs, DHA, refugee resettlement agencies and employment service providers, CBOs, and others.
- The target population are the refugees and immigrant visa holder population mainly from Iraq and Afghanistan; of the 5,000 immigrants coming into Sacramento 70% of them are special immigrant visa holders (SIVs).
- The priority enrollment are individuals with the lowest English language levels without a high school diploma. However, all ELLs will be served; even those who have a degree or credential; SETA will work with them to get recertified to work in the U.S.
- In addition to standard assessments – which will measure language proficiency, basic skills proficiency, educational levels, work experience/history – navigators are conducting “life domain” assessments, which look at the client’s health, family and friend supports (measures crisis to thriving); they assist in identifying what partners may need to be brought in on the IRT.
- \$15,000 in support services has been set aside for translating degrees and credentials.

- Money is being side aside for GED® vouchers and HiSET® testing fees; other supports will be accessed via co-enrollment in WIOA or leveraged through other SETA or partner program resources.
- To ensure cross-training, there will be an RSS/TA launch meeting; RA (IRC) to provide training to the ELL team on the Afghan culture and community.
- Sharing and including other SWAJCCs in the project, as well partner WDAs within the 9 county Capital Area Region, will expand the reach of the pilot.
- Since the pilot's launch on August 1, 2017, 61 individuals have enrolled in the program. Of the 61 participants, 40 are enrolled in basic ESL.
- Through the life domain assessment, one navigator was able to connect a family from Afghanistan with Alta California Regional Center to get care for their 18 year old son with down syndrome.
- Through the pilot, a young man who is an Unaccompanied Alien Child (UAC) will be enrolling in ESL, and will receive assistance connecting to immigration.
- It is predicted that the pilot will exceed the enrollment goal.

➤ **Upcoming Meetings and Events**

- There is an ASAP Training on November 9, 2017 at Charles A. Jones.
- The Section 504 Training will be on January 12, 2018 at SCOE.
- The Third Annual AEBG Summit will be on January 22-23, 2018 at Universal City, CA.
- The New World of Work 2-Day Training will be on February 22-23, 2018 at SCOE.

➤ **Other Items for Discussion or Distribution**

- David Publicover congratulated Gary Sutherland for being recognized as the ACSA Adult Education Administrator of the year; he was honored at the ACSA Conference on November 2-4 in San Jose.
- David also thanked SCOE, CAERC, and Los Rios for providing the connections Gary and EDCOE have made in the adult education community.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by David Publicover and seconded by Butch Wagner, the November 9, 2017 consortium meeting adjourned at 2:35 p.m. (13 in favor, 0 against).