



Capital Adult Education Regional Consortium

Meeting Minutes

December 7, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Washington USD
Andy Pone, Alta Regional Center
Angela Hatter, Sacramento City USD
Alyson Collier, Center Joint USD
Bethany Ely, CAERC
Brett Watson, Amador USD
Butch Wagner, Amador USD
Casandra Issaka, Sacramento Public Library Authority
Charlie Linebarger, Folsom Cordova USD
Connie Lee, CAERC
Darrell Parsons, CRANE
David French, Center Joint USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Holly Clark, CAERC
Jackie White, Twin Rivers USD
Joyce Hinkson, Sacramento COE
Juan Prieto, California Human Development
Karen Malkiewicz, Elk Grove USD
Katherine Weston, Alta Regional Center
Keven McDonald, Natomas USD
Kiu Chuong, CAERC
Lynn Bartlett, San Juan USD
Lynn Starks, San Juan USD
Matthew Vendryes, Davis Joint USD
Melissa Kaye, Sacramento Job Corps
Michelle O'Camb, SETA
Renee Collins, Washington USD
Rhonda Farley, Cosumnes River College
Dr. Sue Lytle Gilmore, Sacramento City USD
Dr. Sue Lorimer, Los Rios CCD
Sue Stickel, Sacramento COE
Tammy Montgomery, American River College

➤ **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

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

Roll call of members was taken. 11 members were present at time of roll call (Amador, Center, Davis Joint USD, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, Sacramento COE, San Juan and Washington) which met the requirements of a quorum as stated in the Governance

Plan. With a quorum established, CAERC business proceeded as usual. Galt Joint UHSD was absent. Natomas had a representative present, however, the officially-designated voting member was absent. Twin Rivers was in attendance but arrived after voting occurred.

➤ **Approval of November 4, 2016 Meeting Minutes**

- Minutes from the November 4, 2016 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Butch Wagner, the November 4, 2016 minutes were approved. (15 votes yeas, 0 neas)
- Approved November 4th minutes will be posted on the CAERC website at www.caerc.org.

➤ **CAERC Update**

- A CAERC progress report was shared with Superintendent Dave Gordon. Mr. Gordon will convene the member's executive leadership (Superintendents and Chancellor) at an upcoming Adult Education Leadership Convening mid-January. CAERC's Leadership Annual Report for 2015-16 with individual K-12 member profiles will be presented at this convening. Members will have opportunity for final review prior to final publication.
- Sue Stickel announced her retirement effective December 31, 2016. Superintendent David W. Gordon will become the new K-12 Co-Chair.
- November was a short but busy month for the consortium and CAERC would like to recognize the following people for supporting the regional effort:
 - Alyson Collier – CAERC representative at Far North Super Consortia Meeting
 - Karen Malkiewicz – CAERC member lead at Sacramento County WDB and supporting fellow members with Phase II of the MOU
 - SETA team, especially Roy Kim, Maysua Chervunkong and Michelle O'Camb for collaborating with CAERC regarding Hillsdale and Phase II of the MOU
 - Bethany Ely and Darrell Parsons – CAERC representatives at Hope Street Group Health Career Pathways
 - Lynn Bartlett, Charlie Linebarger, John Dunn – CAERC representatives at Local Building Trades Apprenticeship Week tours
 - Holly Clark – processing timesheets, reimbursements and mileage claims for over 20 temporary exempt employees and coordinating individual travel arrangements for 17 conference attendees
 - Brett Watson (Amador) and Lena Williamson (EDCOE) – CAERC representatives that toured Meristem
 - Sacramento County Library and EGUSD teams – partnering for Special Projects and coordinating efforts to meet the new AEBG D&A requirements

➤ **AEBG Updates and Deliverables**

- Data and Accountability
 - WIOA Title II Application is due February 10, 2017. <http://www.cde.ca.gov/fg/fo/r8/wioa17rfa.asp>
 - WIOA Title II application has been sent to members for review. Members are encouraged to apply to expand funding sources to support AE. CAERC and its membership will provide technical assistance and support for the application process as needed.
 - AEBG will only track students that receive AEBG-funded instruction, supports or services. Students who attend AEBG-funded AE programs who transition to Los Rios will need to report outcomes.
 - All AEBG-funded agencies are to use TOPSpro Enterprise as their data collection and reporting system. Users should enter data at regular quarterly intervals.
 - Agencies must use federally-approved assessment like CASAS assessments for ABE, ASE and ESL programs for any AEBG-funded student with 12 hours or more of instruction.

- The State is still working on follow-up/data matching. AEBG consortia will not be required to perform local data matching at this time.
- Member representatives and program leads are encouraged to attend the D&A Workgroup meeting on December 15, 2016 from 9:30 – 12 pm as Neil Kelly will be a guest speaker.
- Members will review draft of D&A Workplan, budget and MOU Addendum at upcoming Budget Workgroup meeting on December 9, 2016 and cast votes at the January 11, 2017 Consortium meeting.
- Non-WIOA agencies are learning the CASAS test process. CAERC will support those efforts.
- Bi-Annual Expenditure and Progress Reports Due 1/13/17
 - The Bi-Annual Expenditure and Progress Reports are due to caercsubmit@scoe.net by January 13, 2017. Funding sources that are due include:
 - Fund A FY 15/16 AEBG Allocation
 - FY 15/16 Rural County
 - Fund B FY 16/17 AEBG Allocation
 - Reporting templates and process will be reviewed at the Budget Workgroup meeting on December 9, 2016. It is recommended that fiscal representatives attend the meeting.

➤ **Workgroups and Subcommittees**

- PD Subcommittee
 - The PD Subcommittee met immediately prior to the December Consortium meeting and developed a revised PD plan: Plan C.
 - Plan C will give more local control to each member site.
 - Each K-12 member will get an allocation for PD and funds must be spent on PD.
 - Funds for Los Rios are available and will be based on a reimbursement model.
 - Partners can attend local or county PD events by contacting CAERC. CAERC will handle all partner registrations.
 - Partners, K-12 members and Los Rios can request events be added to the lists if the event supports the themes identified in the CAERC Annual Plan: Collaboration, Evidence-Based Practices, Pathways and Alignment, Instruction for Postsecondary Skills Development, Technology, Contextualized Instruction, Support Services and Postsecondary Transitions. Requests can be emailed to Bethany at bely@scoe.net.
 - The document will have hyperlinks to events added for ease of use and will be updated and distributed monthly.
- Asset and Pathways Map Subcommittee
 - Nancy O’Neill from SCOE’s IMS department presented on the progress to-date and the remaining plans for this fiscal year.
 - All members and partners are welcome to be part of this subcommittee. A form was distributed for volunteers to sign up.
- Alignment Workgroup
 - Alignment Development Team members gave presentations to the members/partners on progress made, recommendations and possible pilots for the Alignment Workgroup.
 - San Juan instructor Lynn Starks presented the plan for the English Writing team. The group plans to pilot a 20-hour supplemental bridge course this spring utilizing a module adapted from the Expository Reading and Writing Course (ERWC).
 - Cosumnes River College professor Rhoda Farley presented the plan for the ESL Writing team. The group plans to develop a common writing curriculum for Advanced ESL in early spring which it will pilot at select adult education sites throughout the consortium in late spring.

➤ **Other Items for Discussion or Distribution**

- The Sacramento County Office of Education was awarded the AEBG Technical Assistance RFA. OTAN, CAERC, CASAS, CALPRO and WestEd will work collaboratively on this project.

➤ **Public Comments**

- There were no public comments.