



Capital Adult Education Regional Consortium

Meeting Minutes March 7, 2018

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Branka Marceta, CAERC
Brenda Avalos, Galt Joint UHSD
Brenda White, Futures Explored
Butch Wagner, Amador COE
Casandra Issaka, Sacramento Public Library
Cindy Le, Alta California Regional Center
Daniel Miller, CA Department of Rehabilitation
David French, Center Joint USD
Diana Batista, SCOE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Holly Clark, CAERC
Dr. Jamey Nye, Los Rios CCD
Dr. Joyce Hinkson, SCOE
Karen Malkiewicz, Elk Grove USD
Kiu Chuong, SCOE/CAERC
Laura McCrary, Futures Explored
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Mike Roessler, Highlands Community Charter School
Mike Smith, Sacramento COE
Nina Presmont, CA Department of Rehabilitation
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta California Regional Center
Tad Meyer, Twin Rivers USD
Dr. Tammy Montgomery, American River College

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

The meeting started at 1:02 pm. Roll call of members was taken. Two partners were present at time of roll call (Alta California Regional Center and Sacramento Public Library). Nine voting members were present at time of roll call (Amador, Center, El Dorado, Folsom Cordova, Galt, Los Rios, 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.

Voting members from Davis, Elk Grove and Sacramento City arrived after the first two votes. Partners Futures Explored, Highlands Community Charter School and SETA also joined the meeting.

Guests Nina Prescott and Daniel Miller from the California Department of Rehabilitation were introduced and welcomed.

➤ **Approval of March 7, 2018 Meeting Agenda**

- The agenda for the March 7, 2018 meeting was reviewed.
- On a motion by David French and seconded by Rhonda Balmain, the March 7, 2018 agenda was approved (12 in favor, 0 against).

➤ **Approval of February 7, 2018 Meeting Minutes**

- Minutes from the February 7, 2018 Consortium meeting were reviewed.
- On a motion by Joyce Hinkson and seconded by Lynn Bartlett the February 7, 2018 minutes were approved (12 in favor, 0 against).
- Approved February 7, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 16/17 Fund B

- Thursday, February 8, 2018, Fund B re-allocation checks were mailed to each member that opted in, along with a letter explaining the funds and detailing the amount. Fund B re-allocation funds are to be spent by June 30, 2018, in accordance with CAERC's Shared Fiscal and Budget Agreement Policy.

FY 17/18 Fund C

- Thursday, February 15, 2018, CAERC mailed the January installment checks to members.
- Wednesday, February 21, 2018, Fund C re-allocation checks were mailed to each member that opted in, along with a letter explaining the funds and detailing the amount. In accordance with CAERC's Shared Fiscal and Budget Agreement Policy, these funds are to be spent by December 31, 2018.

FY 17/18 Fund D

- Fund D is for the 2018/19 fiscal year allocation.
- The AEBG Office announced CAERC will be receiving an additional \$456,267. This is 4.1% above what CAERC received for the 17/18 fiscal year, bringing the new CAERC total to \$11,584,725.
- The decision on how to distribute the COLA to members will be decided by each consortia. As stated on the AEBG web site "The AEBG allocations (base + COLA) are provided at the consortium level. Members may choose to provide each member in their consortium an across-the-board increase as a result of the COLA, or members may decide to allocate funds based on community need, and factor in carryover from the prior year. Either way is acceptable, but it must have consensus/full agreement by consortium members, who must sign the CFAD (Consortia Fiscal Administration Declaration) reflecting their approval."
- Two workgroup meetings have been scheduled to work out the Fund D CFAD. These meetings will include discussions about member allocation, consortium budget and regional strategies for the 2018/19 year. The 4.1% increase will be addressed at these meetings. The first meeting will be held on March 9, 2018 at the A. Warren McClaskey Adult Center from 12:30 pm – 4:00 pm. The second meeting will be held on March 16, 2018 at SCOE/Mather Room from 1:00 pm – 4:00 pm.
- Once budgets are finalized and the CFAD is ready, CAERC will send an MOU to members for their Board's approval.
- The signed CFAD including the COLA must be submitted by May 2, 2018 or CAERC will receive last year's allocation.

AEBG Office Dates

- Consortia Fiscal Administration Declaration (CFAD) for 2018-19, due May 2, 2018.
- CAERC's Annual Plan for 2018-19 is due August 15, 2018.
- The CFAD for 2019-20 is due May 2019.
- The 3-year Strategic Plan and Evaluation Report is due May 2019.

AEBG TOPSpro Enterprise 3rd Quarter Data Integrity Report DUE April 30, 2018

- 3rd Quarter data is due April 30, 2018.

➤ **Presentation by the Vocational Rehabilitation Policy & Resources Division, California Department of Rehabilitation**

- Nina Presmont, Policy Chief, presented on services the Department of Rehabilitation offers to young adults and adults with disabilities.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- Lynn Bartlett gave an update on the Marketing & Outreach subcommittee. John Fleischman has agreed to chair the committee again next year. The bus ads are rolling around town. They are scheduled to run through March, 2018 but may stay on for an additional four weeks until another company's ad replaces them. Three ads with real students are being shown on 40 different routes. Alternate plans are being explored for El Dorado, Yolo and Amador.
- John is producing two promotional videos that will be used on social media. Members are welcome and encouraged to share the videos.
- John has been around to the different adult schools in the region and has been taking pictures. He is creating a regional library with pictures of actual students that will be available for use. Promotional materials with stock photos will be replaced with actual photos of the learners in the region.
- There are also radio spots being planned. This year will focus on ABE, ASE and CTE. Next year will focus on ESL. The ads will run on V101 (Rap & Hip Hop) and The Bull (Country).
- CAERC is in the process of hiring a social media temp exempt staff. CAERC is looking at moving towards an automated social media management platform which will allow one post on one social media platform to be automatically shared with all social media platforms.
- Two newsletters a year will continue. They are very effective for sharing information and happenings with member districts.
- The approved Marketing & Outreach budget of \$57,390 covers maintaining the Asset Map, radio ads, bus ads, stock photography, videos, hiring a temp exempt to do the social media, the newsletter and some outreach. A lot has been accomplished with a modest budget.
- An idea being explored for next year is a fixed, visible billboard which would be seen by many.
- Members are requested to ask incoming students how they found out about the school. This will help with analytics on the marketing campaign.

Director's Workgroup

- There will be a Director's Workgroup meeting on Friday, March 9, 2018 from 12:30 pm – 4 pm at McClaskey Adult School. The focus of this meeting will be on the CFAD consortium requirements.
- The second Director's Workgroup meeting will be Friday, March 16, 2018 at SCOE/Mather Room from 1:00 pm – 4:00 pm. This meeting will begin with presentations from the curriculum alignment workgroups.

Transition Specialists Workgroup

- The workgroup had their second meeting on Tuesday, February 22, 2018 at Twin Rivers Adult School.
- The next meeting will be March 13, 2018 from 1 pm – 4 pm at San Juan’s new Creekside location with a work goal of beginning an online repository of resources. Once resources are collected, the workgroup will present their work to members.

Data & Accountability Workgroup

- The next Data & Accountability meeting is on March 22, 2018.
- The workgroup will review highlights from the AEBG TAP webinar held February 28, 2018 on AEBG Reports in TE and also the webinar held March 7, 2018 on AEBG/AB 104 Outcomes. The workgroup will specifically look at the outcomes data since the end of the school year is approaching.

Curriculum Alignment Workgroups

- The ESL Writing Alignment workgroup presented at the EL Civics Conference North on March 2, 2018 at Charles A. Jones Career & Education Center. ESL faculty representatives from all four colleges were in attendance as were four ESL instructors from CAERC adult schools.
- The presentation was very well attended and received. The ESL group will be presenting again at the CCAE State Conference at the beginning of May. The CAERC Math Alignment Workgroup will also present. Bethany Ely will also be leading a presentation on CAERC’s data collection efforts.

➤ **Professional Development**

Network Meetings

- ELA Writing Network met Friday, February 23, 2018 at SCOE. Two instructors from San Juan and one instructor from Folsom Cordova were in attendance. The next meeting will be Friday, April 20, 2018 from 1:00 pm – 4:30 pm in the SCOE Board Room.
- The Mathematics Network meeting will be held March 23, 2018 from 1:00 pm – 4:30 pm at SCOE in Room B.
- The ESL Network meeting will be held Friday, April 30, 2018 from 1:00 pm – 4:30 pm at SCOE in the Board Room.
- Dr. Tammy Montgomery mentioned with the passage of AB 705 and the acceleration for college students to get through the transfer level of freshman composition and mathematics during a single year it will be even more incumbent upon the consortium to work on the alignment efforts. It is quite a change from having multiple layers through which students can move to a single year, which is two semesters.
- Dr. Jamey Nye wanted to emphasize the need for a transition specialist. One possibility is someone who may know the adult ed system and can be trained on the college system, possibly a consortium employee, to ensure students are enrolled, walked through the process, and set on a path for success.

➤ **Director’s Report**

- New World of Work: 21st Century Employability Skills Training was held February 22-23, 2018 at SCOE. It was very successful. 38 colleagues from K12 adult schools, Los Rios Community College District and California State University Sacramento received training on how to deliver New World of Work Curriculum so that the Capital Region can provide adult learners with 21st century employability skills. The curriculum is open source and can be used by anyone. The training and certification include ongoing support through a community of practice, access to tools for data collection and issuing credentials in the form of digital badges.
- Members from CAERC attended the EL Civics Conference North on March 2, 2018. In addition to the alignment presentation, the ELL Navigator Pilot participants presented on their pilot.

- A group of CAERC members participated in the California Career Pathway Definition Working Group on an invitation by Dr. Carolyn Zachry, Administrator of the Adult Ed Office at CDE. The goal of this workgroup was to work on a definition of Career Pathways for the state of California.

➤ **Upcoming Meetings and Events**

- Technology and Distance Learning Symposium, March 9-10, 2018 (Napa Valley Adult School)
- Coalition on Adult and Basic Education, March 25-28, 2018 (Phoenix, AZ)
- California Council for Adult Education (CCAEE) State Conference, May 3-5, 2018 (Fresno Convention Center)
- Doing What Matters: 2018 Future of Work Meetups in Sacramento region: March 21, 2018, April 3, 2018 [virtual], April 4, 2018
- AEBG Webinars
 - Teaching with Technology (OTAN), Wednesday, March 14, 2018: 12 pm – 1 pm
 - AEBG Data Submission Guidelines, Wednesday, April 11, 2018: 12 pm – 1 pm

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Branka Marceta**

- On a motion by Grace Sauser and seconded by Karen Malkiewicz, the March 7, 2018 consortium meeting adjourned at 2:34 p.m. (14 in favor, 0 against).