



# Capital Adult Education Regional Consortium

## Meeting Minutes May 8, 2019

### ➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE  
Dr. Tammy Montgomery, Los Rios CCD  
Andy Parsons, Washington USD  
Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento COE  
Grace Sauser, Davis Joint USD  
Kelly Hunkins, Amador USD  
Keven MacDonald, Natomas USD  
Kiu Chuong, CAERC/Sacramento COE  
Lynn Bartlett, San Juan USD  
Patricia Black, CAERC/Sacramento COE  
Dr. Susan Lytle Gilmore, Sacramento City USD  
Tanya Praest, Twin Rivers USD  
Karen Malkiewicz, Elk Grove USD  
David French, Center Joint USD  
Michelle O'Camb, SETA  
Shirley Skadan-Smith, Alta CA Regional Center  
Max Villalva, Sacramento Food Bank

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

The meeting started at 1:07 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 (Center, Elk Grove, Los Rios, Natomas, Sacramento City, San Juan, and Washington). Amador, Davis, and Twin Rivers arrived after the roll call and 2 members who were unable to attend submitted their votes electronically (El Dorado COE and Sacramento COE) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners SETA, Alta CA Regional Center, and Sacramento Food Bank were also present for the meeting.

### ➤ **Approval of May 8, 2019 Meeting Agenda**

- The agenda for the May 8, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by David French, the May 8, 2019 agenda was approved (12 in favor, 0 against). [El Dorado COE and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of April 3, 2019 Meeting Minutes**

- Minutes from the April 3, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the April 3, 2019 minutes were approved (12 in favor, 0 against). [El Dorado COE and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved April 3, 2019 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

➤ **California Adult Education Program Updates and Deliverables**

- The CFAD was due in NOVA May 2, 2019.
- 17/18 and 18/19 Member Expense Report (Q3) is due in NOVA June 1, 2019. The consortia to certify by June 30, 2019.
- 3-year Strategic Plan and Evaluation Report is due June 7, 2019.
- Student Data in TOPSPro (Q4) FINAL is due August 1, 2019 for the consortia. If the agency is WIOA funded it is due July 15, 2019.
- The Annual Plan for 2020-21 is due in NOVA August 15, 2019.
- 17/18 and 18/19 Member Expense Report (Q4) is due in NOVA September 1, 2019. The consortia to certify by September 30, 2019.
- July 1, 2018 to June 30, 2019 expenses by program area (estimates only) are due in NOVA September 1, 2019.
- 19/20 Member Program Year Budget and Work Plan is due in NOVA September 30, 2019.

➤ **Select Topics**

**Leadership Oversight Panel (LOP)**

- On Thursday, April 11, 2019, the CAERC Co-Chairs and Director met with the Leadership Oversight Panel members: Brian King, Chancellor, Los Rios Community College District; David Gordon, Superintendent, Sacramento County Office of Education; Christopher Hoffman, Superintendent, Elk Grove Unified School District; and Kristen Coates, Associate Superintendent School Leadership, Twin Rivers Unified School District.
- Updates were provided about the California Adult Education Program and included the CAEP name change, the 3-year plan, and the proposed COLA increase for FY 2019-20.
- The upcoming mandates to collect social security numbers and/or create state student identifiers in CalPADS were also presented. The LOP members wanted assurance that the adults who walk through our doors are well informed about their options and understand the right not to provide a SSN. As of Friday, May 3, 2019, these mandates are currently on hold, at the CalPADs Office and Adult Education Office at CDE released an email about exploring other options.
- The recommendation from the LOP is for the official CAERC member representatives to engage frequently in multiple ways with their boards and cabinet-level administrators to inform them about the activities, outcomes, and overall value of the adult education programs.

## **Sharing Our Work with Stakeholders**

- Grace Sauser has presented to the Davis Joint Unified School District School Board. Information was shared informally at a December 2018 leadership team work social. Superintendent John Bowes has made efforts to connect with all the principals in the district several times throughout the year. On a rotating basis she attends cabinet meetings and has one-on-one meetings with Superintendent Bowes as well as her immediate supervisor. Her district is small enough that she is able to connect with Superintendent Bowes easily.
- Keven MacDonald has monthly meetings with Natomas Unified School District Assistant Superintendent David Rodriguez. He also sends updates to board members 3 times a year which includes the background of CAERC, data from TOPSpro, and a summary of quarterly reports.
- Andy Parsons is part of Cabinet. He reports to Superintendent Linda Luna, and he presented about adult education at their last board meeting.
- Lynn Bartlett has presented to San Juan Unified School District Board of Education for the last couple of years. The thing that she found most effective was bringing one of her ESL students to speak about her experience as a refugee and the progress she has made from being a student to an instructional aide. Board and Cabinet members participated in recent San Juan USD Adult Education Heritage Days and have expressed interest in visiting the campuses. Board and Cabinet members also attend SJUSD Adult Education commencement every year.
- Dr. Sue Gilmore has done a presentation in the past to Sacramento City Unified School District Superintendent Jorge Aguilar to inform him about Adult Education. This year she has been unable to present at any of the Board meetings. She hopes to have the Superintendent, Chief Academic Officer, and a Board member at SCUSD Adult Education graduation.
- David French meets monthly with his Cabinet and has one-on-one meetings with Center Joint Unified School District Superintendent Scott Loehr. He also has a Student Board Representative present to the Board every month. Similarly to some other members, the district is small enough that he is able to connect to his Superintendent easily.
- Tanya Praest is new to Twin Rivers Unified School District and has not had the chance to present to Cabinet or the Board. She has plans to speak with Kristen Coates, Associate Superintendent School Leadership as a follow up to the Leadership Oversight Meeting.

## ➤ **Upcoming Meetings and Events**

- California and Nevada Teachers of English to Speakers of Other Languages [CATESOL] Northern Regional Conference, May 11, 2019, Santa Rosa
- Comprehensive Adult Student Assessment Systems [CASAS] Summer Institute, June 11-13, 2019, Anaheim
- CAEP Agency Performance and Persistence Face to Face Training, June 20, 2019, 1:00pm - 3:30pm, SCOE
- 2019 ProLiteracy Conference on Adult Education, September 25-28, 2019, San Diego
- CATESOL Annual Conference, October 3-6, 2019, San Jose
- CAEP Summit, October 29-30, 2019, Garden Grove
- CAEP TAP Webinars:
  - 9 Ways to Help Students Persist, Wednesday, May 8, 2019, 3:30pm – 4:30pm

- Census 2020: Making Half a Million Jobs Count, Friday, May 10, 2019, 12:00pm – 1:00 pm
- Google: More Innovative Ideas for Collaboration, Tuesday, May 12, 2019, 12:00pm – 1:00 pm
- Planning Mindset, Wednesday, June 5, 2019, 12:00pm – 1:00 pm

➤ **Upcoming CAERC Meetings**

- Data & Accountability Meeting, Thursday, May 9, 2019, 1:00pm – 3:30pm, SCOE Room C
- CAERC Partner Engagement Event, Friday, May 10, 2019, 10:00am – 3:00pm, Los Rios CCD Workforce & Economic Development Office
- CANCELLED – CAERC Director’s Workgroup Meeting, Friday, May 10, 2019
- Asset Map Data Entry Training, Tuesday, May 14, 2019, 9:00am – 11:00am, SCOE Computer Lab
- Monthly Consortium Business Meeting, Wednesday, June 5, 2019, 1:00pm – 2:00pm, SCOE Mather Room
- Monthly Consortium Working Meeting, Wednesday, June 5, 2019, 2:00pm – 3:30pm, SCOE Mather Room
- Data & Accountability Meeting, Thursday, June 6, 2019, 1:00pm – 3:30pm, SCOE Computer Lab
- Marketing & Outreach Subcommittee Meeting, Friday, June 7, 2019, 10:00am – 12:00pm, SCOE Room A
- CAERC Director’s Workgroup Meeting, Friday, June 21, 2019, 2:30pm – 4:00pm, SCOE Mather Room

➤ **Other Items for Discussion or Distribution**

- The K12 Strong Workforce Program 2018-19 Intent to Award was released on April 30, 2019. Congratulations to those districts that received funds for their projects around aligning Career and Technical Education in K12 to Career Education in the community college sector.

➤ **Public Comments**

- Shirley Skadan-Smith distributed a list generated in December 2018 of training programs by different school districts to the adult service coordinators at the Alta Regional Center. The coordinators were very excited to see the opportunities in the region.
- Tammy Montgomery expressed her excitement to host the CAERC Partner Engagement Event on Friday, May 10, 2019. She notified the group that one of their parking lots will be under construction, but attendees are welcome to park in the other lot or in other various parking spots nearby.
- Michelle O’Camb reminded the group that SETA received a much bigger allocation for funding refugee employment services than they anticipated. They released an RFP in October/November 2018 and applicants had to submit their applications before Thanksgiving. Their board approved applications in January with programs starting up shortly thereafter. Twin Rivers, Elk Grove, Folsom-Cordova, Sacramento City, and San Juan are all partners providing refugee programs.

- SETA has also applied for the English Language Learner Co-enrollment Pilot grant. This would be in partnership with Sacramento City and Twin Rivers. Awards have not been announced yet.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by David French, the May 8, 2019 consortium meeting adjourned at 2:02 p.m. (13 in favor, 0 against).