



Capital Adult Education Regional Consortium

Meeting Minutes May 9, 2018

➤ **Members & Partners Present:**

Bethany Ely, CAERC
Branka Marceta, CAERC
Brenda White, Futures Explored
Butch Wagner, Amador County USD
Casandra Issaka, Sacramento Public Library Authority
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Dr. Joyce Hinkson, Sacramento COE
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Mike Smith, Sacramento COE
Patricia Black, CAERC
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD
Dr. Tammy Montgomery, Los Rios CCD
Vivian Hernandez-Obaldia, DOR

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

The meeting started at 1:02 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Eight voting members were present at time of roll call (Amador, Elk Grove, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, and Washington) and two voting members who were unable to attend submitted their votes electronically (Center and Twin Rivers), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Davis and Folsom Cordova joined the meeting after the roll call. Partners SETA, Sacramento Public Library, Department of Rehabilitation, and Futures Explored were also present for the meeting.

➤ **Approval of May 9, 2018 Meeting Agenda**

- The agenda for the May 9, 2018 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Butch Wagner, the May 9, 2018 agenda was approved (13 in favor, 0 against). [Center Joint USD and Twin Rivers USD submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of April 11, 2018 Meeting Minutes**

- Minutes from the April 11, 2018 Consortium meeting were reviewed.
- On a motion by Renee Collins and seconded by Sue Gilmore, the April 11, 2018 minutes were approved (15 in favor, 0 against). [Center Joint USD and Twin Rivers USD submitted their vote electronically in favor of approving the April minutes.]
- Approved April 11, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

Consortia Fiscal Administration Declaration (CFAD) submitted by May 2, 2018

- The Consortia Fiscal Administration Declaration (CFAD) was submitted by May 2, 2018. An automated email message from the NOVA system confirmed the submission.

Memorandum of Understanding between CAERC Members and Sacramento County Office of Education for 2018-19

- Funding for 2018-19 will be Fund D.
- Branka is currently working on the MOU's and they are in their final stages. Feedback from the field is being requested regarding changes to the language in the MOU, possibly including specific Education Code and some of the language from the Governor's January Budget proposal that refers to AEBG as the ongoing Proposition 98 funds.
- The May Revise should be out Friday May 11, 2018.
- The first disbursement of the 11 installments for 2018-19 is expected in late September.

Member Expense Report for Quarters 1, 2, & 3

- At the Director's Meeting on Friday May 11, 2018 members and their fiscal staff will review the recording of the NOVA webinar from April 20, 2018. The Expense Report is expected to be available Thursday May 10, 2018.
- Quarters 1, 2, & 3 are due June 1, 2018.

Final Program Year Report and Student Data Report

- Bethany thanked members for submitting their Quarter 3 Data Integrity Reports (DIR) by the April 30, 2018 deadline. The final end-of-year data is due August 1, 2018.
- The CAERC Data Integrity Report Summary for Quarter 3 highlights key demographic and testing data as well as outcomes data for each member. Members were urged to use this summary to check their member percentages against the Q3 target percentages.
- In program year 2018-19, CAERC will be switching back to monthly Data & Accountability meetings based on requests from the Data & Accountability workgroup members.

Annual Plan for 2018-19

- The June 22, 2018 Director's Meeting will focus on finalizing and approving the Annual Plan for 2018-19. The goal is to have it completed by August 1, 2018, the first business meeting of the year.
- The annual plan will be provided electronically to members who are unable to attend the June Director's Meeting.

Member Expense Report for 2016-17 and quarter 4 for 2017-18

- The Quarter 4 expense report is due September 1, 2018.
- A webinar covering Quarter 4 and the final report is set for May 18, 2018.
- Kiu Chuong further clarified that all expenses from July 1, 2017 through March 31, 2018 (Quarters 1-3) are due June 1, 2018. All expenses from April 1, 2018 through June 30, 2018 (Quarter 4) are due September 1, 2018.

Program Year Budget

- The program year budget including carryover from 2017-18 and new funds for 2018-19 are due in NOVA by September 30, 2018. A reminder will be sent out closer to the deadline.

Los Rios Community College District Update

- Tammy Montgomery attended a conference hosted by the State Academic Senate for California Community Colleges and the Accrediting Commission for Community and Junior Colleges (ACCJCR) that covered a combination of career education, adult education, and non-credit.
- AB 705 groups are working towards implementing a bill that requires students to be able to get through a transfer level within one year. The most recent interpretation of this bill by the CCCO is that students will have to complete this requirement within 1 semester and with a co-requisite. Connections with adult ed., as well as adult education classes with CTE and non-credit are going to become more important.
- Los Rios CCD's reading departments are keeping the classes that they have traditionally offered, but these classes are not filling because students do not have to take them. In the future these classes may be replaced by English classes at the transfer level. The same could hold true for mathematics.
- ESL has been given until fall of 2020 to come into compliance due to the complexity of language acquisition.
- Alignment will be needed in helping the vast majority of students that will be placed in a transfer-level freshman composition course with a co-requisite.
- A liberal arts pathway will be needed for those students who don't need a STEM or STAT course.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The last Marketing & Outreach Subcommittee meeting for 2017-18 has been moved from Friday June 8, 2018 to Friday June 1, 2018. Members and partners who are not on the Subcommittee are welcome to attend.
- John Fleischman is currently working on details for advertising on Regional Transit in Yolo and El Dorado. This rollout will likely happen in late summer.
- The Amador ad is currently running on one bus for one year.
- A Temporary Exempt Adult Education Content Creator has been hired by CAERC. She has posted three short inspirational stories by students and a story covering Twin Rivers Adult School's monthly Activity Day on social media. On May 30, 2018 she will attend the graduation ceremony at Amador USD to take photos and interview graduates.
- CAERC's social media accounts have been updated to include information about Assembly Member Kevin McCarty's meeting with adult learners from Folsom Cordova Adult School.

Director's Workgroup

- At the April 13, 2018 Director's Workgroup, 8 out of 14 meeting members logged into NOVA and certified the CFAD. The remaining 6 members certified the CFAD before May 2, 2018.
- The 8 members who were present were interviewed by Manpower Demonstration Research Corporation (MDRC) about contributing to their research about adult basic education in California. MDRC would like to come out to Sacramento region during the summer to visit CAERC.
- The next Director's Workgroup is set for Friday May 11, 2018 and will focus on NOVA and expense reporting for the first 3 Quarters. Members will also discuss how the consortium will handle the cost of CASAS e-tests for non-WIOA members after the Data & Accountability funds are spent at the end of 2018.

- The June 22, 2018 Director’s Workgroup will focus on finishing up the Annual Plan for 2018-19 before the August 15, 2018 deadline.

Transition Specialists Workgroup

- The workgroup met on April 26, 2018 at the Folsom Cordova Adult School. The attendees visited the co-located American Job Center, which is run by the Folsom Cordova Community Partnership, a non-profit organization working in collaboration with the Folsom-Cordova Unified School District. Workgroup attendees compared services available in their areas to the services provided at this location, which is also one of the participants in the English Language Learner Navigator Pilot headed by SETA
- The next Transition Specialists Workgroup meeting is Tuesday, May 22, 2018 at SCOE from 1:00 pm to 4:00 pm in room A.
- The group will start working on a presentation about the common repository of resources and practices compiled so far. The workgroup will present at the September meeting.

Data & Accountability Workgroup

- The final Data & Accountability workgroup meeting will be held on Thursday May 24, 2018 from 1:00 pm to 3:30 pm. The meeting will cover how to record outcomes in TOPSpro Enterprise, and related processes and procedures.

Curriculum Alignment Workgroups

- Both Math and ESL Alignment Workgroups presented at CCAE in Fresno on May 4-5, 2018.
- Bethany will be working with members in the upcoming weeks to schedule on-site trainings conducted by college and adult school ESL alignment workgroup representatives.
- ESL Writing Alignment Workgroup will be presenting and participating in the poster session at CASAS Summer Institute in June.

➤ **Professional Development**

- CAERC had a large presence at the CCAE State Conference, May 3-5, 2018, in Fresno, with attendees from Amador USD, American River College, Cosumnes River College, Davis Joint USD, Elk Grove USD, Folsom-Cordova USD, Folsom Lake College, Sacramento City College, Sacramento City USD, San Juan USD, and Washington USD.
- San Juan’s ASE teacher, Lynn Starks, received an award for Excellence in Teaching at CCAE.
- Members expressed appreciation for the opportunity to send multiple staff members, time for team building, and networking with colleagues.
- The 3-Year Annual Plan will ask questions regarding evaluation, member effectiveness, and program areas. The legislation will be the framework and will build on the previous 3-Year Plan. Going forward, members will have up to 90 days to upload amendments in NOVA based on the reallocations that happened in that quarter.
- The California State Auditor’s Office is working to define the relationship of individual members under the AEBG consortia when there are findings related to adult education.

➤ **Network Meetings**

- The last 2017-18 ESL Writing Network meeting was held Friday, April 20, 2018. There were 12 teachers in attendance from seven K12 districts including: Davis Joint USD, Elk Grove USD, Folsom Cordova USD, Sacramento City USD, San Juan USD, Twin Rivers USD, and Washington USD.
- A hands-on Google Drive training was provided to help teachers access and edit content on the shared drive. An update on COAPP 52.1 development was given and sample lessons were reviewed for both beginning and advanced ESL. Teachers participated in an activity to gain familiarity with Webb’s Depth of Knowledge and the use of engagement prompts to help students engage in higher level thinking.

- The last 2017-18 ELA Writing Network meeting of the year will take place Friday, May 11, 2018 from 1:00 pm to 4:30 pm. The focus will be on providing teachers with support for planning, application of strategies, and investigation of resources.

➤ **Director's Report**

- CAERC was invited to the Summit on Educational Attainment for Working Age Adults on May 23, 2018 hosted by the Sacramento State College of Continuing Education, Valley Vision, and Align Capital Region. Their mission is to increase the number of Sacramento's working age adults with high-quality degrees, certificates, and other credentials to 60% by 2025.
- Tuesday, May 1, 2018 SETA held a monthly meeting regarding subcontracts with the American Job Centers in the region. The comprehensive centers need to submit numbers about infrastructure cost sharing if there are co-located partners and establish how each of the partners are meeting their obligations. This information needs to be submitted by June 30, 2018.
- On June 8, 2018 the Leadership Oversight Panel (LOP) will meet from 3:00 pm to 4:00 pm at SCOE in room B. In attendance will be LRCCD Chancellor Brian King, SCOE Superintendent David Gordon, Elk Grove USD Superintendent Christopher Hoffman, Center Joint USD Superintendent Scott Loehr, and San Juan USD Superintendent Kent Kern, along with the CAERC leadership team. This meeting will provide information about the latest policy and guidelines from the state, consortium-level activities, and the consortium outcomes for this program year.

➤ **Upcoming Meetings and Events**

- Adult Re-Entry Resource Fair, May 24, 2018, Sacramento
- CASAS Summer Institute, June 19-21, 2018, San Diego
- GED Testing Service Annual Conference, July 25-27, 2018, San Diego
- AEBG Webinars
 - NOVA Expense Reporting and an AEBG preview of EOY Reporting, Friday, May 18, 2018: 12:00 pm – 1:30 pm

➤ **Other Items for Discussion or Distribution**

- Members of Lynn Bartlett's staff participated in CCAE's postcard effort and received a letter back from Assembly Member Kevin McCarty thanking them for their time and thoughts on education funding.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Branka Marceta**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the May 9, 2018 consortium meeting adjourned at 2:32 p.m. (12 in favor, 0 against).