



Capital Adult Education Regional Consortium

Meeting Minutes June 6, 2018

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Branka Marceta, CAERC
Butch Wagner, Amador County USD
Casandra Issaka, Sacramento Public Library Authority
David French, Center USD
Diana Batista, SCOE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Isabel Mejia, Washington USD
Jackie White, Twin Rivers USD
Dr. Jamey Nye, Los Rios CCD
Jay Onasch, Department of Rehabilitation
Dr. Joyce Hinkson, Sacramento COE
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC
Lynn Bartlett, San Juan USD
Martin Ross, The Salvation Army
Max Villalva, Sacramento Food Bank and Family Services
Michelle O'Camb, SETA
Mike Smith, SCOE
Patricia Black, CAERC
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD

➤ **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, Center, El Dorado COE, Elk Grove, Los Rios, Sacramento City, Sacramento COE, and San Juan) and one voting member who was unable to attend submitted their votes electronically (Galt), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Davis and Twin Rivers joined the meeting after the roll call. Partners SETA, Sacramento Public Library, Department of Rehabilitation, Sacramento Food Bank, and Alta CA Regional Center were also present for the meeting. A guest from the Salvation Army joined the meeting.

- **Approval of June 6, 2018 Meeting Agenda**
 - The agenda for the June 6, 2018 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the June 6, 2018 agenda was approved (12 in favor, 0 against). [Galt submitted their vote electronically in favor of approving the agenda.]

- **Approval of May 9, 2018 Meeting Minutes**
 - Minutes from the May 9, 2018 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Butch Wagner, the May 9, 2018 minutes were approved (12 in favor, 0 against). [Galt submitted their vote electronically in favor of approving the May minutes.]
 - Approved May 9, 2018 minutes will be posted on the CAERC website at www.caerc.org

- **AEBG Updates and Deliverables**
 - Memorandum of Understanding between CAERC Members and Sacramento County Office of Education for 2018-19**
 - MOUs are making their way through the SCOE legal department. The MOUs will allow multiple reallocations throughout the program year.
 - Consortium Expense Report for quarters 1, 2, & 3**
 - The member deadline to submit the Expenditure Report for quarters 1, 2, & 3 was June 1, 2018. The deadline to certify and submit as a consortium is June 30, 2018.
 - Two webinars were held on May 12, 2018 and May 18, 2018 to help guide the Expenditure Report process. Seventy five percent of members have already submitted their Expenditure Report.
 - The Quarter 4 Expenditure Report is due September 1, 2018.
 - Final Program Year Report and Student Data Report**
 - End of year student data is due August 1, 2018.
 - Annual Plan for 2018-19**
 - The Annual Plan for 2018-19 is due August 15, 2018.
 - Throughout the summer the Annual Plan will be reviewed and entered into the NOVA system.
 - Revising the Annual Plan will be the focus of the Director's Meeting on June 22, 2018. It will then be approved during the August 1, 2018 Monthly Business Meeting and submitted by the August 15, 2018 deadline.
 - Member Expense Report for 2016-17 and quarter 4 for 2017-18**
 - Quarter 4 of the Member Expense Report is due September 1, 2018.
 - If members reported expenses after quarter 4 are less than 60% of their budget, a corrective action plan will be required.
 - The new budget reporting system is member based, not consortium-based.

- **CAERC Meetings in 2018-19**
 - An e-mail was sent out to members with the 2018-19 CAERC Monthly Meeting dates. These dates will be forwarded to partners after they are reviewed.
 - David French suggested that the Director's Workgroup Meetings be cut from 3 hours to 1.5 hours. Other members are in agreement.
 - Branka proposed that future business meetings be structured as follows: 1-hour official business meeting, 1-hour structured presentations by members and partners, and 1-hour working meeting. This year's working meeting will focus on the next 3-year plan.
 - Sue Gilmore suggested that if the Director's Workgroup meetings are changed to 1.5 hours, the meeting time should be 2:30pm-4:00pm. Other members are in agreement.
 - Members proposed budget meetings be scheduled quarterly during the Director's Workgroup meeting.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The last Marketing & Outreach Subcommittee meeting for 2017-18 was held on June 1, 2018.
- The 2018-19 annual plan was the focus of the meeting. Bus ads will continue throughout the year in the Sacramento region and Amador County. Bus ads will be placed in bus shelters in El Dorado County. CAERC will also look into placing ads in the Sacramento Regional Transit bus shelters.
- One video will be produced and an additional bus ad will be created to promote ESL programs.
- The cost of radio ads and print materials will be explored for next year.
- As a form of marketing, Lynn Bartlett recommended that administrators bring resolutions to their school boards for next year's Adult Education Week to help bring attention to Adult Education. Next year, Adult Education Week will be held April 8-12, 2019.
- Two approaches to collecting feedback from students on how they heard about the school they are interested in were suggested. One approach would be adding a field to the registration form. The second would be a separate form at the registration desk. This information would be reported to CAERC's central database for monthly tracking.

Director's Workgroup

- The Director's Workgroup meeting took place on May 11, 2018. Members were invited to bring their fiscal staff to watch and discuss the NOVA Expense Reporting Webinar for AEBG.
- The next and final Director's Workgroup for 2017-18 will be Friday, June 22, 2018. The focus will be on planning for the 2018-19 Annual Plan.
- No CAERC Business Meeting is scheduled for July 2018, but there will be a Director's Workgroup on July 13, 2018 at SCOE.

Transition Specialists Workgroup

- The Transition Specialists Workgroup meeting was held on May 22, 2018. The group worked on a presentation to be delivered during a meeting in September 2018 about the common repository of resources and practices compiled to date.

Data & Accountability Workgroup

- The final 2017-18 Data & Accountability Workgroup met on May 22, 2018.
- A calendar of meetings for next year was distributed. There are 4 dates where the meeting will be held in the computer lab to allow the data managers to work on their reports and data and receive any needed help. These dates coincide with the quarterly student data reporting due dates.

Curriculum Alignment Workgroups

- Members were surveyed a few months ago about the alignment implementation support they would like CAERC to provide. Many members indicated a desire for site-based training. To address this, CAERC is planning five Local Area ESL Implementation Trainings across the region. More details will be provided soon.
- A few members have expressed interest in implementing the ERWC modules that have been adapted for Adult Education in the fall. A 2-day training is currently being planned with day 1 of the training happening sometime in August. More details will be provided soon.
- Site support, mentoring, and check-ins will be available upon request for schools implementing the Math Success Academy Bootcamp and- ERWC modules.

➤ **Professional Development**

- The new website by the AEBG Office and AEBG TAP, <https://caladulthood.org/>, went live May 30, 2018. There are sections for professional development for educators and administrators, resources, and recorded AEBG webinars.
- AEBG TAP hosted a webinar on June 13, 2018 on navigating the new site.

➤ **Network Meetings**

- The 2018-19 Network Meetings dates were distributed.

➤ **Director's Report**

- CAERC, Sacramento City USD, Elk Grove USD, American River College CTE program, and Cosumnes River College CTE program had tables and representatives at SCOE's Sacramento Community Based Coalition's Resource Fair.
- Branka attended the California Workforce Development Board's Partnerships to Unlock Social Mobility 2.0 held on May 30, 2018 which focused on adult re-entry and corrections.
- On May 23, 2018 Branka attended the Summit on Educational Attainment for Working Age Adults hosted by Sacramento State College of Continuing Education. 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.
- The Leadership Oversight Panel (LOP) will meet on June 8, 2018 at SCOE. In attendance will be LRCCD Chancellor Brian King, SCOE Superintendent David Gordon, Center USD Superintendent Scott Loehr, San Juan USD Superintendent Kent Kern, Elk Grove USD Deputy Superintendent of Education Services and Schools Mark Cerutti, along with CAERC Co-Chairs.
- Grace Sauser, Kiu Chuong, and Branka Marceta will represent CAERC at the AEBG Field Team meeting on June 8, 2018 at the Chancellor's Office.

➤ **Upcoming Meetings and Events**

- CASAS Summer Institute, June 19-21, 2018, San Diego
- GED Testing Service Annual Conference, July 25-27, 2018, San Diego
- AEBG TAP Webinars
 - Creating Meaningful Work-Based Learning Opportunities: Lessons from the Field, Wednesday, June 6, 2018, 1:00pm – 2:30pm
 - Open Educational Resources – Session 1, Wednesday, June 13, 2018, 1:00pm – 2:30pm
 - NOVA Annual Plan Submission & Forecasting, Friday, June 15, 2018, 12:00pm – 1:30pm
 - Open Educational Resources – Session 2, Friday, June 22, 2018, 12:00pm – 1:00pm

➤ **Other Items for Discussion or Distribution**

- Sue Gilmore noted that the AEBG Student Data is due on August 1, 2018, but the WIOA Title II Student Data is due on July 15, 2018. She also noted that in the final trailer bill language, the word "grant" is being removed out of Adult Education Block Grant. The new name will be Adult Education Program.

➤ **Public Comments**

- Karen Malkiewicz introduced Captain Martin Ross from The Salvation Army who shared information about his organization and proposed possible partnership ideas to members.

➤ **Adjournment: Branka Marceta**

- On a motion by Sue Gilmore and seconded by David French, the June 6, 2018 consortium meeting adjourned at 2:32 p.m. (13 in favor, 0 against).