



Capital Adult Education Regional Consortium

Meeting Minutes

June 7, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE
Alyson Collier, Center JUSD
Andy Ponce, Alta California Regional Center
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
BJ Snowden, Folsom Lake College
Breanna Besseling, CAERC
Butch Wagner, Amador USD
Casandra Issaka, Sacramento Public Library Authority
Darrell Parsons, CRANE
David French, Center Joint USD
David W. Gordon, CAERC, SCOE
Diana Batista, SCOE
Doc Smith, Highland Community Charter
Grace Sauser, Davis Joint USD
Jamey Nye, Los Rios CCD
John Fleischman, SCOE
Joyce Hinkson, SCOE
Karen Malkiewicz, Elk Grove USD
Kiu Chuong, CAERC
Louise Stymeist, SCOE, CRANE
Lynn Bartlett, San Juan USD
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sarita Mehtani, CA Department of Corrections & Rehabilitation
Sue Lorimer, CAERC, Los Rios CCD
Sue Lytle Gilmore, Sacramento City USD
Tammy Montgomery, American River College

➤ **Welcome:** Dr. Al Rogers, Deputy Superintendent, SCOE

Members and Partners introduced themselves and were welcomed by Dr. Rogers.

Roll call of members was taken. 8 members were present at time of roll call (Center, Davis, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, San Juan, and Washington) and 2 members submitted their votes electronically prior to the meeting (El Dorado and Natomas) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Sue Lorimer stated it was her last meeting as Deputy Chancellor of Los Rios CCD and co-chair for CAERC before she retires. She announced that Dr. Jamey Nye will be the Vice Chancellor of Education and Technology for Los Rios CCD and the new co-chair for CAERC.

Dr. Al Rogers announced that the Annual Planning Summit will be postponed and a new date will be announced once it is finalized.

Dr. Rogers informed the group that Connie Lee has been redeployed to his office working on LCAP and will no longer serve as the CAERC Director. In response to concerns expressed about the abrupt change in leadership, Superintendent Gordon assured members CAERC's stability and continued progress were of the utmost importance, and that a new director would be sought immediately. Dr. Rogers provided a CAERC leadership update and informed the group that he and Dr. Jamey Nye would be serving as co-chairs of the steering committee. Diana Batista will be acting as CAERC Director along with the help of John Fleischman for the interim.

Members expressed concern about AEBG deliverables due in August and the postponement of the Annual Planning Summit. Several members were concerned that without a Director deadlines would not be met. Some members reported they had not yet received a Memorandum of Understanding for the 2017 – 2018 allocation schedule. The members typically would receive an MOU they present to their Board for approval. This item was noted for staff to follow up.

➤ **Approval of May 10, 2017 Meeting Minutes**

- Minutes from the May 10, 2017 Consortium Meeting were reviewed.
- On a motion by Sue Lytle Gilmore and seconded by Karen Malkiewicz, the May 10, 2017 minutes were approved. (11 yeas, 0 nays)
 - Gary Sutherland, El Dorado COE, submitted an approved electronic vote.
 - Keven MacDonald, Natomas USD, submitted an approved electronic vote.
- Approved May 10th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- AEBG Budget Revisions **DUE 6/20/17**
 - Kiu Chuong thanked the districts for submitting their budget revisions on time.
 - Kiu informed the members that Fund A is being spent down when questioned about how much was left in Fund A.
- AEBG TOPSpro 4th Quarter Data Integrity Report Due 7/31/17
 - The final student data and performance outcomes are due on 7/31/17.
 - 4th quarter Data Integrity Reports (DIRs) must be emailed to aebg@casas.org. CAERC staff also request that each agency email their submission to caercsubmit@scoe.net so that we can begin our regional data analysis.
 - Data and Accountability managers met last Thursday and reviewed their DIRs.
 - Priscela Perez is available for site support. If support is needed, please contact Bethany Ely;
 - Registration toolkits have been completed and distributed. Registration boxes for Amador, Galt, and San Juan are available for pick up after the meeting adjourns.
- AEBG Fiscal Reporting for Expenditures DUE 7/31/17
 - Members must email expenditures and narratives to caercsubmit@scoe.net by 7/14/17.
 - Concern was expressed about inaccurate fiscal reporting since the financial books are not closed yet.
 - Kiu confirmed with the AEBG Office that actual dollar amounts do not need to be reported; whatever districts can report is sufficient.

- Kiu can provide a template for members' year-end expenses if one is not provided by the Chancellor's Office.
- Fund C funds will be announced in August and will be released in early September.
- Member expenditures and narratives for fiscal reporting is due on 7/14/17 for the following funds: Maintenance of Effort (MOE FY 15-16), Reallocation for Fund A (FY 15-16), and Fund B (FY 16-17).
- Concern was expressed with the Fund C release date.
- Kiu informed members that the Fund C allocation is the same amount as Fund B and to refer to the CFAD.
- Members will be allowed to start spending Fund C money on July 1.
- AEBG Consortium Annual Plan 2017-18 DUE 8/15/17
 - The Annual Planning Summit scheduled for June 22 and 23, has been postponed.
 - John Fleischman and Diana Batista will secure dates for regional collaboration to brainstorm collective responses. Specific dates for planning will be announced soon. All members will be encouraged to participate. It is likely that the first session will be June 23, with time and location to be determined.
 - The goal is to have the Annual Plan draft ready by the August monthly meeting.
 - Connie Lee has provided some basic outlines for the Annual Plan.
 - Members would like to be included in CAERC calendaring and decision making and would like to continue holding workgroup meetings on Fridays.
 - Members reviewed the *AEBG Consortium Annual Plan Template for 2017-2018*.

➤ **AEBG General Assurances**

- The General Assurances are a new requirement from the AEBG office.
- The AEBG office has established annual indicators of compliance and members must agree to adhere to these requirements as a condition for receiving AEBG funds.
- Members reviewed the elements identified by AEBG for Consortium Effectiveness (pp. 1-2) and Member Effectiveness (pp. 2-3).
 - Matrices have been established by the AEBG office to measure member effectiveness.
- Diana will provide a template to help assist completion.
- Each member will review the form and check that they agree to the terms in order to receive AEBG funding.
- It was stated that the General Assurances is strictly compliance-based and not outcome-based.

➤ **AEBG Technical Assistance Project (TAP)**

- Darrell Parsons is the new AEBG TAP Coordinator at SCOE.
- The AEBG TAP along with their partners, CASAS, AIR, and OTAN, have started hosting webinars and professional development offerings.
- Webinars are recorded and can be viewed at a later date.
- If any consortia need technical assistance, video conferencing can be performed via Zoom.
- Consortium members can also request direct services and a representative from CASAS will be available to help.
- TAP will be presenting at the CASAS Summer Institute.

➤ **Other Items for Discussion or Distribution**

- Members congratulated Sue Lorimer for her service and dedication as CAERC Co-Chair and as Deputy Chancellor of Los Rios CCD.

➤ **Public Comments**

- There were no public comments.