



# Capital Adult Education Regional Consortium

## Meeting Minutes

July 13, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Andrea Willis, Director, Internet & Media Services  
Bethany Ely, CAERC Coordinator, Sacramento COE  
Butch Wagner, Principal, Amador USD  
Casandra Issaka, Library Associate, Sacramento Public Library Authority  
Charlie Linebarger, Principal, Folsom Cordova USD  
Christine Smith, Director, Natomas USD  
Cindy Le, Community Services Specialist, Alta Regional Center  
Connie Lee, CAERC Director, Sacramento COE  
Debbie Scott, Budget Tech, Elk Grove USD  
Denyse Curtright, California Department of Developmental Services  
Grace Sauser, Principal, Davis Joint USD  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Jackie White, Adult School Administrator, Twin Rivers USD  
Jason Iverson, Project Specialist, Internet & Media Services  
Dr. Joyce Hinkson, Director, Sacramento COE and OTAN  
Karen Malkiewicz, Principal, Elk Grove USD  
Katherine Weston, Community Service Specialist, Alta Regional Center  
Kiu Chuong, CAERC Project Specialist II, Sacramento COE  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Mark Bachiller, Financial Analyst, Sacramento County Office of Education  
Martha Vasquez, Adult Education, Elk Grove USD  
Matthew Vendryes, Davis Joint USD  
Patricia Oliva, Vice-Principal, Elk Grove USD  
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District  
Sue Stickel, CAERC Co-Chair, Deputy Superintendent, Sacramento County Office of Education  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD

➤ **Guests Present:**

Jan Hake, North Central Adult Education Consortium

➤ **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

Sue Stickel, SCOE Deputy Superintendent was introduced. Sue will serve as Interim CAERC Co-Chair representing K-12 adult education until the SCOE Assistant Superintendent position is filled.

Meeting participants introduced themselves and were welcomed.

Roll call of members was taken. 11 members (Amador, Davis, Elk Grove, Folsom Cordova, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers and Washington) were present which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual. El Dorado COE was absent but submitted their vote via email prior to the meeting.

➤ **Approval of June 3, 2016 Meeting Minutes**

- Minutes from the June 3, 2016 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the June 3, 2016 minutes were approved. Motion carried unanimously. (15 yeas, 0 neas)
- Approved June 3<sup>rd</sup> minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).

➤ **AEBG Updates and Deliverables**

- AEBG Annual Reporting Cycle
  - Part II: Annual Plan and Report on Expenditures
    - Annual Plan due to AEBG 8/15/16 (Members vote at the meeting on 8/10/16)
      - Member signatures are no longer required for the Annual Plan. Members will vote on the plan and the project director will sign it to signify member approval.
      - Section 3: Members will need to submit AEBG Expenditures by Program Area and Objective to Holly Clark. Spent expenditures = Fund A 2015-16 allocation. Planned expenditures = Fund B 2016-17 allocation. Members can use estimates reported in Fall 2015. Section 5 is no longer required.
    - Progress Narrative Reports for MOE, Consortium Allocation, and Rural Funds due to CAERC 7/15/16.
      - The CAERC Expenditure Report Templates are no longer required.
      - Submission of AEBG 2016-17 Plan Member Expenditure Form will satisfy the CAERC MOU fiscal reporting requirement. For one-on-one assistance with expenditure reporting, please contact Kiu Chuong at [kchuong@scoe.net](mailto:kchuong@scoe.net).
    - Part III: Demographics & Performance Measures
      - Data Integrity Report (DIR) is due to CAERC 7/8/16.
      - All AEBG Student Data must be entered in TOPSpro Enterprise by 7/22/16.
      - For one-on-one assistance with data reporting, please contact Patty Long at [plong@casas.org](mailto:plong@casas.org) or Priscela Perez at [prrperez@egusd.net](mailto:prrperez@egusd.net)
  - Annual Planning Summit
    - The Shared Fiscal Budget Agreement was revised to address member input provided at the Annual Planning Summit. Members reviewed the updated Shared Fiscal and Budget Agreement. On a motion by Sue Gilmore and seconded by Butch Wagner, the Shared Fiscal and Budget Agreement was approved. Motion carried unanimously. (15 yeas, 0 neas)
    - The Special Projects Request for Proposals Policy and Application was reviewed. The purpose of the RFP is to establish one-time funding for members and partners who are sponsored by members to support CAERC's regional priorities and strategies, address the needs of underserved populations, and/or foster evidence-based best practices and collaboration across systems. \$150,000 was allocated for the Special Projects awards. On a motion by Sue Gilmore and seconded by Lynn Bartlett, the Special Projects Request for Proposals Policy and Application was approved. Motion carried unanimously. (15 yeas, 0 neas)

- The RFP will be formally released via email and the application will be online. Existing members and partners will be invited to apply. Award winners will need to submit invoices, back-up documentation and narratives as requested. Award winners will be subcontract with SCOE. Funds will be reimbursed rather than allocated.
- Capital Adult Education Presentation ([www.capitaladulthoodeducation.org](http://www.capitaladulthoodeducation.org))
  - A presentation of the Asset Map website was given.
    - A second round of member/partner testing will occur July 25-29.
    - The public site will go live August 8<sup>th</sup>, at which time members/partners will be invited to enter course information.
    - The IMS department will provide data entry instructions and a marketing flyer.
    - Members/partners will have two weeks to enter course data.
    - A consortium-wide marketing effort will begin August 22, 2016.
    - Phase II for 2016/17 will focus on incorporating Career Pathways into the site.
- **Data and Accountability**
  - CASAS Summer Institute
    - CAERC was well represented at the CASAS Summer Institute in San Diego. Amador, Center, El Dorado COE, Elk Grove, Folsom Cordova, Sacramento City, Twin Rivers and Washington attended. Two CAERC partners, OTAN and the California Department of Corrections and Rehabilitation, also attended.
  - TE Consortium Pilot Update
    - The AEBG Office released the AEBG Data Tables and AEBG Course Data Template on July 6, 2016.
    - CASAS will be releasing the next version of TOPSpro Enterprise (TE) on Monday, July 25, 2016. This release will include reports for all 9 of the AEBG Data Tables and AEBG Course Data. Members will be able to review their data in a user-friendly report format. TE automates the data export using the exact format approved by the AEBG Office.
    - A conference call was made to Jay Wright and Richard Ackerman at CASAS. Members were given an explanation of how to submit data. Members had a Q&A session with Jay and Richard regarding AEBG and WIOA reporting.
  - CAERC 2016/17 MOU
    - The 2016/17 draft MOU was reviewed.
    - The Budget and Annual Plan Workgroup recommended maintaining the quarterly distribution of funds to minimize paperwork and impact to consortium staff. This distribution schedule is subject to change based upon the Governor's budget 2016 section 84905.
    - All funding streams for 2016/17 will be combined into one pot of funding per member.
    - Sue Gilmore motioned that the CAERC membership approve the draft 2016/17 MOU. Christine Smith seconded the motion. The motion passed unanimously. (17 yeas, 0 neas)
    - MOUs will be finalized and customized for each member.
- **Upcoming Meetings and Events**
  - A CAERC event calendar and an upcoming 2016/17 Professional Development calendar was distributed. The professional development calendar lists estimated costs for statewide conferences and events to help inform member expenditures for Object 6 (Professional Development) for Fund B (2016-17).

➤ **Data and Accountability/Annual Planning 2016-17 with Partners**

- Members and partners met separately with the CAERC Co-Chairs and staff.
  - Members met with Connie, Sue S. and Kiu to discuss DIRs and the Data and Accountability funds.
  - Partners met with Bethany and Sue L. to review partner information in the Annual Plan for 2016-17, highlight opportunities for partner engagement, and review and questions about the RFP.

➤ **Public Comment**

- There were no public comments.