



Capital Adult Education Regional Consortium

Meeting Minutes August 1, 2018

➤ **Members & Partners Present:**

AJ Giersch, Natomas USD
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
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Ja'Nai Smith, Highlands Community Charter School
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC
Lee Farrand, Highlands Community Charter School
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank and Family Services
Patricia Black, CAERC
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD
Dr. Tammy Montgomery, Los Rios CCD

➤ **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, Folsom Cordova, Los Rios, Sacramento City, San Juan, and Washington) and three voting members who were unable to attend submitted their votes electronically (Elk Grove, Galt, 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.

Davis and Natomas joined the meeting after the approval of the minutes. Partners Sacramento Public Library, Highlands Community Charter School, Sacramento Food Bank, and Alta CA Regional Center were also present for the meeting.

- **Approval of August 1, 2018 Meeting Agenda**
 - The agenda for the August 1, 2018 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Butch Wagner, the August 1, 2018 agenda was approved (14 in favor, 0 against). [Elk Grove, Galt, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

- **Approval of June 6, 2018 Meeting Minutes**
 - Minutes from the June 6, 2018 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by David French, the June 6, 2018 minutes were approved (14 in favor, 0 against). [Elk Grove, Galt, and Sacramento COE submitted their vote electronically in favor of approving the May minutes.]
 - Approved June 6, 2018 minutes will be posted on the CAERC website at www.caerc.org

- **Adult Education Program (formerly AEBG) Updates and Deliverables**
 - Memorandum of Understanding between CAERC Members and Sacramento County Office of Education for 2018-19**
 - The Adult Education Block Grant (AEBG) is now the Adult Education Program (AEP) as of July 1, 2018.
 - The MOUs and award letters were electronically sent to members on July 11, 2018. They contain the minimum amount that was agreed upon during the May Consortium Fiscal Administration Declaration (CFAD) process. The award letter contains the dollar amounts for the first round of re-allocations.
 - Member Expense Report for 2016-17 and Quarter 4**
 - The expenditure report for quarter 4, April 1, 2018 – June 30, 2018, is due in NOVA by September 1, 2018.
 - Member End-of-Year reporting on leveraged funds, fees, and other financial breakdowns**
 - Reports on leveraged funds, fees, and other financial breakdowns are due in NOVA by September 1, 2018. An informational webinar was held on August 10, 2018.
 - Annual Plan for 2018-19**
 - Members provided input on the 2018-19 Annual Plan over the course of three meetings held on March 9, March 16, and June 23, 2018.
 - New this year, in addition the traditional vote during the business meeting, the plan will be submitted and electronically approved in NOVA on or before August 15, 2018.
 - On a motion by Sue Gilmore and seconded by Lynn Bartlett, members approved the CAERC 2018-19 Annual Plan and Budget. (16 in favor, 0 against) [Elk Grove, Galt, and Sacramento COE submitted their vote electronically.]
 - Program Year Budget for 2018-19**
 - The Department of Finance increased the amount in the State budget for the Adult Education Program. The Consortium Fiscal Administration Declaration will re-open in the NOVA system to the consortia that opted to use the fiscal agent disbursement method. CAERC members will be asked to certify their amounts in NOVA after their allocations have been adjusted to reflect the increase to the amounts previously certified in May 2018.

- **CAERC Meetings in 2018-19**
 - The CAERC comprehensive meeting calendar has been modified based on the input from the June 6, 2018 Business Meeting. Business Meetings will now be held from 1:00 pm – 2:00 pm with the Working Meeting being held from 2:00 pm – 3:30 pm. Director’s Workgroup Meetings will be held from 2:30 pm – 4:00 pm with the option to extend the meeting if necessary.
 - The most up to date version of the calendar can be found on the CAERC website, www.caerc.org, under Calendar, Calendar-At-a-Glance.

➤ **Los Rios Community College District, GED Testing Center**

- Representatives from GED Testing Services reached out to Los Rios Community College District (LRCCD) and inquired if the colleges in the district would be interested in becoming testing centers. Dr. Nye stated that LRCCD does not have that experience and would not want to make any decisions without first coming to this, CAERC, group. Dr. Nye provided the additional context. Over the next year, the placement tests that are currently being used in the entire system are expiring. Recently guidance was issued from the Chancellor's Office that the Board of Governors, in the law under AB 705, has the ability to approve placement instruments, but the field should not expect that any will be approved. The current placement is based on self-reported Grade Point Average, GPA, with the goal to automate the process of access to and review of the actual GPA records. For students who don't have a GPA, that presents a problem. In those cases, for the coming fall, LRCCD is considering a model of guided-self placement. Los Angeles Community College District recently opened up GED testing centers at seven of their nine colleges. The difference is that they offer non-credit basic skills classes, which can include preparation classes for high school equivalency. Since LRCCD offers only for-credit classes, the model would be not to offer instruction, but simply be a testing center. There is a capacity for the current assessment centers at LRCCD colleges to include High School Equivalency, HSE, testing, in addition to offering assistance with the self-guided placement model and the online application process. Dr. Nye shared the statistics that 35% of GED test-takers enroll in college immediately and 45% within one year. Additionally, LRCCD is viewing testing centers as a recruitment tool to inform the test-takers about their options at the colleges, as the next step in their education. If the test-takers failed, the colleges would use the Asset Map at capitaladulthood.org and refer them to the local preparation programs within CAERC.
- Dr. Nye asked the CAERC K12 school district members about their experience with providing GED and HiSET testing centers. The members and partners explained their rationale for choosing one test over another and expanded on further background information about the requirements for becoming a testing center. They shared their experience about opening the testing centers to tests other than GED. Further discussion covered the information from the Assessment Office at the California Department of Education, and the fact that if the test-taker passes any of the three tests are approved, the state issues a High School Equivalency Certificate that does not specify the testing instrument. Center USD, El Dorado County Office of Education, Elk Grove USD, San Juan USD, and Twin Rivers USD are all GED Testing Centers.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The Marketing and Outreach Subcommittee Meeting was held on August 3, 2018. The subcommittee members reviewed the marketing plan for this year and decided which specific marketing activities to engage in.

Director's Workgroup

- The Director's Workgroup was held on August 10, 2018 with the new shorter time slot of 2:30 pm – 4:00 pm. Members had the opportunity to submit the annual plan, discuss consortium level activities, and prepare for upcoming September deliverables.

Transition Specialists Workgroup

- Transition Specialists will be invited to present during the September or October working meeting. Outreach Specialists from Los Rios will also be invited to attend.

Data & Accountability Workgroup

- All members have submitted their End-of-Year Data Integrity Reports (DIRs).

- Data & Accountability meetings will take place monthly in 2018-19 with a few of the meetings being held in the computer lab for hands-on support.

Curriculum Alignment Workgroups

- The Local Area ESL Implementation Trainings begin at the end of August starting at Folsom Cordova Adult School.
- Alignment workgroups will start in September and will focus on the activities outlined in this year's annual plan.

➤ **Professional Development**

- The MOU's contain \$5,000 for professional development. These activities will be supporting the strategies that the consortium decided they were pursuing.

➤ **Network Meetings**

- The 2018-19 Network Meetings dates were distributed.

➤ **Director's Report**

- This section will be moving to other meetings due to the shortened business meetings.

➤ **Upcoming Meetings and Events**

- AEP (formerly AEBG) TAP Webinars
 - Nova Q4 Reporting and Annual Plans, Friday, August 3, 2018 1:00-3:00pm
 - Expense Reports and Future Nova Enhancements, Friday, August 24, 2018, 12:00-1:30 pm

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the August 1, 2018 consortium meeting adjourned at 1:59 p.m. (12 in favor, 0 against).