



## Meeting Minutes August 5, 2015

### ➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Alyson Collier, Program Coordinator, Center Joint USD  
Branka Marceta, Coordinator, OTAN  
Casandra Issaka, Library Associate, Sacramento Public Library Authority  
Charlie Linebarger, Principal, Folsom Cordova USD  
Connie Lee, CAERC Director, Sacramento COE  
David Williams, Dean of Language & Literatures, Folsom Lake College  
Denyse Curtright, California Department of Developmental Services  
Gary Sutherland, Principal II, El Dorado COE  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District  
Jackie White, Adult School Administrator, Twin Rivers USD  
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE  
Dr. Joyce Hinkson, Director, Sacramento County Office of Education  
Karen Malkiewicz, Principal, Elk Grove USD  
Ken Vanderford, Adult Education Administrator, Natomas USD  
Dr. Kristen Coates, Associate Superintendent, Natomas USD  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Dr. Matt Perry, Assistant Superintendent, CRANE  
Matthew Vendryes, Instructor, Davis Joint USD  
Renee Collins, Director of CTE, Washington USD  
Rick Brown, Sacramento News and Review  
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College District  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD  
Vasseliki Vervilos, Senior Budget Analyst, Twin Rivers USD

- **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology  
John Fleischman, Assistant Superintendent of Technology Services

Members and Partners introduced themselves and were welcomed by Sue L.

### ➤ **Approval of June 3, 2015 Meeting Minutes**

- Minutes from the June 3, 2015 Member/Partner Meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the June minutes were approved. Motion carried unanimously.
- Approved June 3<sup>rd</sup> minutes will be posted on the CAERC website at [www.capitaladulthood.org](http://www.capitaladulthood.org).

➤ **AB 86 and Legislative Updates and Information Items**

- John Fleischman gave a summary of California AB 104 and a summary of Federal Workforce Innovation and Opportunity Act. Please see Attachment A for detailed information.
- All CAERC Members must be officially designated by their district and their Board must approve the appointment. CAERC is required to keep a copy of the minutes from the Board meeting in which the member was approved. It was suggested to have a primary and secondary member approved by the Board. This will authorize a secondary official-designated member to vote in the event the primary member is unable to make a meeting where a vote is occurring.
- CAERC must create a Governance Plan. The Governance Plan must be signed by all official-designated members. A copy of the Board minutes listing Board approved members is required to be on file with CAERC.
- If any district does not have an official Board appointment member or any district does not receive approval from their Board for the CAERC Governance Plan, no funding will be received by CAERC beyond the MOE monies.
- Board approved member appointments need to be handled as soon as possible. The approved members will need to vote on a Governance Plan in early September.

➤ **CAERC MOE Allocations**

- The schedule of the Adult Education MOE funding Fiscal year 2015-16 for CAERC was distributed. The entire spreadsheet of MOE funds is available on the AB 86 website. The total state-wide allocation for MOE is close to \$337 million.
- Future MOE funding will be based on performance and need.

➤ **CAERC Deliverables and Next Steps**

• **Deliverables**

- Governance Plan
  - The AEBG Governance Plan Template was distributed. An electronic copy is available on the AB 86 website.
  - The Governance Plan will be submitted as a consortium and is due to the AB 86 office no later than October 31, 2015.
  - The questions on the template were designed to determine the rules and procedures for each consortium.
  - The AB 86 office held a webinar on the Governance Plan in July. All webinars are recorded and archived. The date of the webinar regarding the Governance Plan was July, 17, 2015.
  - A workgroup will be convened to develop the Governance Plan proposal. The workgroup will be comprised of members only.
  - The official plan will be voted on by all members at the September 2, 2015 meeting.
  - If revisions have to be made to the plan after the September monthly meeting, an electronic vote will be held.
  - Connie will create a draft Governance Plan. The draft will be sent to members for preview and feedback. A draft plan with feedback from members will create a solid foundation for the consortium.
  - A representative from each district to attend the Governance Plan workgroup is imperative.
  - After CAERC approves the plan it is advised to run it by member districts for review. Any district concerns can be addressed prior to the deadline.
  - There will be a Governance Planning Workgroup meeting Friday, August 14, 2015 from 12:30 – 4 p.m. at SCOE in Room C.
  - The Board approved members will sign off on the Governance Plan as well as vote on consortium items as needed.

- Matt Perry suggested a FAQ sheet (talking point sheet) for members to give to their districts.
- Allocations
  - Reporting will include:
    - How AEBG funds were allocated (MOE and Consortium)
    - Other AE funds (e.g., WIOA, CalWORKs, Carl Perkins, etc.)
    - Evaluation of funds available in region.
  - CAERC will collect data via a Google form.
- Consortium Plan
  - There are two additional program areas and changes to the membership (COEs now included) since CAERC's plan was finalized in March. The plan will need to be reviewed and a decision made if it should be amended.
  - Consortium Plan will come after the Governance Plan.
  - There will be a template for the 2015-16 Annual Plan.
- Assessments
  - Need to develop assessment plan to describe what assessments are being used in our region, how are they being used and how are they aligning to the CAERC plan.
  - Need to develop crosswalk to show how assessment scores are aligned within the region.
  - A workgroup will be needed for this work.
- Data Collection
  - AEBG will collect outcome measures based on AB 104 (aligned to WIOA requirements) (e.g., adults served in consortium, improved literacy, completion of high school diploma, placement into jobs).
  - The tech instructions are TBD by the State.
  - Need to develop a data collection plan.
  - There is an option to use a vendor such as CASAS or ASAP. Data collection is only a one year commitment.
  - A workgroup will be needed. Possibly combine with the Assessment Workgroup.
  - EDD uses social security numbers for tracking purposes. In EDD's new federal legislation, EDD now has the authority to partner with districts and have districts collect social security numbers for adult education. EDD will be partnering with adult education to provide the employment data needed. Information will be forwarded to the consortium as it is available.
  - Social security numbers should be collected during registration as soon as possible.
- Budget and Expenditure
  - CAERC will have to create a 2015-16 budget.
  - CAERC will need to track expenditures including other AE funding.
  - A list of allowable expenditures is on slide 23 of the July 17, 2015 webinar. Any expenditure is allowable as long as it meets the AEBG restrictions (i.e., 7 funded areas for adults 18 and over), is part of the approved consortium plan, and does not violate general restrictions on public funds.
- Effective Measures Evaluation
  - Evaluation Checklist TBD by the State.
  - May collect 2014-15 data; end of year reporting for 2015-16.
  - Will create consortium effectiveness chart showing regional need and program outcomes. A template will be provided.
- CAERC Structural Information
  - List of members and partners, how CAERC is structured and what programs/services are offered in the region. CAERC has the majority of this data. Will just be updated to reflect staffing changes.
- Marketing/Best Practices
  - Marketing goals and outcomes of AE and consortia work will be used to lobby for further AE funding. 23 consortia were selected to be part of the November Legislative report.

CAERC was one of the selected consortia. A draft submission from CAERC will be sent to members and partners for review.

- **Items to Discuss**

- How will CAERC collect and report other AE funds? Possibly a Google form.
- Will CAERC apply for the next open WIOA grant as a consortium or as individual districts? If WIOA is opened in the fall to consortia, it should be considered. Members that are currently receiving federal dollars should consider the advantages and disadvantages of being part of a consortium of continuing to operate independently. Sue G. suggested possibly groups could get together to explore unique ways to approach this that could include CBO's, etc., and not necessarily approach as a consortium.

- **Next Steps**

- Determine who will be representing each member.
- Have them schedule the designation process with their local board.
- At the same time begin the rules & procedures process.
- Begin using the questionnaire as a guide.
- Complete the governance template.
- Provide the State information on consortium structure along with agreed upon Governance Plan.

➤ **Upcoming Meetings**

- A handout of upcoming CAERC meetings was distributed. The CAERC Google calendar has been updated to reflect all dates.
- AEBG is holding a State Summit September 24-25, 2015 in Sacramento. Each consortium will be allowed to send 5 representatives. The proposed agenda will be distributed to members as soon as it's published by the AB 86 Workgroup. Members who are interested in attending the state summit should email Holly Clark ([hclark@scoe.net](mailto:hclark@scoe.net)) their request to attend. It was suggested to have a representative from a small district, a large district, and a community college district.
- CAERC will have a Regional Summit October 16, 2015 at SCOE. Details to follow.

➤ **Volunteer Recruitment for Workgroups**

- Three workgroups have been created and will be comprised of volunteer members/partners. The workgroups and goals of each are listed below:
  - Regional Asset Map Advisory Workgroup has been postponed until September 11, 2015. Priority has to be on the Governance Workgroup for August. The goal of the Regional Asset Map Advisory Workgroup is to identify specifications and work with the SCOE IMS team to develop a regional asset map.
  - Member Governance Planning Workgroup - This workgroup will develop the preliminary responses for the AEBG Governance Template and propose the Rules and Procedures for consortium governance to members. The Governance Planning workgroup will have their first meeting August 14, 2015 from 12:30 – 4 pm at SCOE. Once a draft is composed, it will be presented to the group electronically for review, input, and suggested edits.
  - Assessment Workgroup – The Assessment Workgroup will develop CAERC Assessment Plan, Crosswalk, and Data Collection Plan. The Assessment workgroup will meet September 25, 2015, 9 am at SCOE.

➤ **Public Comment**

- Rick Brown from Sacramento News and Review commented on the meeting and is looking forward to meeting with staff about what they can do.