



# Capital Adult Education Regional Consortium

## Meeting Minutes

August 9, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE  
Angela Hatter, Sacramento City USD  
Bethany Ely, CAERC  
Breanna Besseling, CAERC  
Butch Wagner, Amador USD  
Casandra Issaka, Sacramento Public Library Authority  
David French, Center Joint USD  
David Publicover, El Dorado COE  
Denyse Curtright, CA Dept. of Developmental Services  
Diana Batista, SCOE  
Doc Smith, Highland Community Charter  
Ernestina Madriles, Sacramento ESL  
Gary Sutherland, El Dorado COE  
Grace Sauser, Davis Joint USD  
Jackie White, Twin Rivers USD  
Dr. Jamey Nye, Los Rios CCD  
John Fleischman, SCOE  
Joyce Hinkson, SCOE  
Karen Malkiewicz, Elk Grove USD  
Katherine Weston, Alta Regional Center  
Kiu Chuong, SCOE/CAERC  
Lynn Bartlett, San Juan USD  
Max Villalva, Sacramento Food Bank & Family Services  
Michelle O'Camb, SETA  
Mike Roessler, Highlands Community Charter School  
Renee Collins, Washington USD  
Rhonda Balmain, Folsom Cordova USD  
Sue Lytle Gilmore, Sacramento City USD

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

Roll call of members was taken. Nine members were present at time of roll call (Amador, Center, El Dorado, Elk Grove, Los Rios, Sacramento City, San Juan, SCOE, Washington) and 2 members submitted their votes electronically prior to the meeting

(Galt and Natomas), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of August 9, 2017 Meeting Agenda**

- The agenda for the August 9, 2017 Consortium Meeting was reviewed.
- On a motion by Lynn Bartlett and seconded by Sue Gilmore, the August 9, 2017 agenda was approved (11 yeas, 0 nays).
  - Keven MacDonald, Natomas USD, submitted an approved electronic vote.
  - Lisa Pettis, Galt Joint UHSD, submitted an approved electronic vote.

➤ **Approval of June 7, 2017 Meeting Minutes**

- Minutes from the June 7, 2017 Consortium Meeting were reviewed.
- Diana informed the members that the minutes in their folders had been revised and asked them to review the updates.
- Diana informed the members of a revision on the second page of the agenda under AEBG Update and Deliverables: Chuong is misspelled.
- Sue Gilmore motioned to strike the “revised 8/9/2017” language from the right-hand corner since the minutes are not a revision, but a new version of the minutes.
- On a motion by Sue Gilmore and seconded by Butch Wagner, the June 7, 2017 minutes with the mentioned revisions were approved (9 yeas, 0 nays).
- Approved June 7<sup>th</sup> minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

➤ **AEBG Updates and Deliverables**

**FY 16/17 Fund B Budget Revision**

- The Fund B Budget Revision was submitted to the state on June 20, 2017 and approved.

**FY 16/17 Fund B Expenses and Progress Report**

- The expenditure and progress report for Fund A and Fund B has been submitted and approved.
- Kiu Chuong thanked the members and their fiscal staff for working so hard to get all their paperwork in on time.
- Members have until December 31, 2017 to spend down their Fund B allocation. Remaining funds will need to be returned to SCOE for re-allocation.
- \$5.4 million from Fund A has been spent down and reported to the state.
- CAERC has spent 75% of the Data & Accountability money and the members have until December 31, 2017 to spend it down. The state may extend this deadline, but nothing has been announced.

**FY 17/18 Fund C Budget and Work Plan DUE 9/1/17**

- On July 7<sup>th</sup>, Breanna sent out the Fund C MOUs to all members; Breanna will follow up with the members regarding the MOU and email it out again if necessary.
- Fund C funds will be released by the state on August 30<sup>th</sup> and members with signed MOUs will receive their first payment in early to mid- September.
- Based on a decision made at the July 28, 2017 Budget Meeting, members will turn in a Fund C Spending Plan and Budget Plan; Kiu will email a template early next week.

- The AEBG office will be releasing Financial System passwords on September 15, 2017.
- The AEBG Financial System will require member-level reporting; the system is expected to be implemented in November 2017; trainings on navigating and uploading information to the new system will be offered in the fall.
- Kiu shared with the members new reporting dates from the AEBG office: the Work Plan and Budget due in the new fiscal system by November 2017 and the CAERC spending plan due to CAERC on September 1, 2017.

#### **AEBG 16/ 17 End of Year Student Outcome Data Submission**

- Bethany thanked the members for submitting their 4<sup>th</sup> quarter AEBG Data Integrity Reports to the AEBG office by the August 1<sup>st</sup> deadline.

#### **AEBG TOPSpro Enterprise 1<sup>st</sup> Quarter DIR Due 10/31/17**

- The 1<sup>st</sup> quarter DIR for 17/18 is due to [aebg@casas.org](mailto:aebg@casas.org) and [caercsubmit@scoe.net](mailto:caercsubmit@scoe.net) on October 31, 2017.
- Now that the AEBG Technical Assistance Project is offering statewide trainings, the D&A workgroup will meet quarterly instead of monthly; meetings are planned for Thursday afternoons from 1:00- 3:30 pm.
- AEBG will be holding two new technical assistance trainings on October 10 and 11<sup>th</sup> at SCOE and will focus on the new data collection process for 17-18; this training will be very beneficial for all administrators to attend.
- To sign up for the AEBG training, please go to the AEBG website to register; Bethany will be sending out a follow up email with the registration link.
- October 10<sup>th</sup> will focus on AEBG data and accountability, policy changes, program metrics, and more.
- October 11<sup>th</sup> will be in the lab with CASAS TOPSpro<sup>®</sup> Enterprise (TE) experts to walk members through hands on reporting through TE.
- Los Rios Community College will be holding a Data & Assessment Summit in this fall; more details will come from Dr. Jamey Nye.

#### **2017- 2018 Annual Plan & Budget**

- Diana explained that consortia must agree to the measures put forth in the 2017-18 AEBG General Assurances document when submitting their Annual Plan. Breanna collected signatures from members as they arrived to the meeting. Members who hadn't yet signed were instructed to see Breanna after the meeting.

#### **VOTE: CAERC 2017-18 Annual Plan & Budget**

- Members met on June 23, 30 and July 21 to collaboratively develop the 2017-18 Annual Plan.
- The Budget Workgroup reviewed the budget on July 28 and a draft of the Annual Plan compiled in those meetings was emailed to members on July 31, 2017. Some provided feedback, incorporated into this version of the plan.
- The Annual Plan voting item was emailed to members on August 4, 2017 for review prior to the monthly meeting.

- The planning process will take place in two phases this year as the AEBG office transitions to a new integrated financial and reporting system. The Annual Plan Template requests big-picture information about key accomplishments, challenges and goals for the coming year. Member-level activities are not required on the annual plan template, but are included on the last few pages along with the proposed consortium-level budget.
- Budget Detail and Activities will be submitted in the second phase using the new fiscal reporting system currently in development. The AEBG Office will be hosting regional training on the policy updates in September to assist with the completion of the Budget Detail and Activities form.
- The Annual Plan voting item includes strategies that incorrectly appear in the AEBG portal. These strategies are identified in green. Bethany is working to get them removed from the portal prior to the August 15 submission deadline.
- Bethany will try to come up with standard language for members to report once she sees the new AEBG Financial System.
- Dr. Jamey Nye brought up in-state and out-of-state professional development in Texas and how that will be addressed with the new state edict; currently, there are no adult education conferences scheduled in Texas, so this will not likely be an issue.
- On a motion by Sue Gilmore and seconded by Karen Malkewicz, CAERC 2017-18 Annual Plan and Budget was approved (14 yeas, 0 nays).
  - Rhonda Balmain, Folsom; Jackie White, Twin Rivers; and Grace Sauser, Davis were present for this vote.
  - Keven MacDonald, Natomas USD, submitted an approved electronic vote.
  - Lisa Pettis, Galt Joint UHSD, submitted an approved electronic vote.

### **Fund B Reallocation**

- The Budget Workgroup met on July 28 and recommended the funds be reallocated to all members who wish to opt in; SCOE has \$545,389 available for reallocation (consortium-level funds for regional strategies).
- Since SCOE has until December 31, 2017 to spend these funds (per the Shared Fiscal and Budget Agreement Policy), the decision to reallocate these funds prior to December 31, 2017 must be brought to the membership for a vote.
- Kiu cautioned that members must be able to spend down their original Fund B allocation by December 31, 2017 in order to receive a reallocation.
- On a motion by Lynn Bartlett and seconded by Sue Gilmore, CAERC Fund B Reallocation was approved. (14 yeas, 0 nays).
  - Rhonda Balmain, Folsom; Jackie White, Twin Rivers; and Grace Sauser, Davis were present for this vote.
  - Keven MacDonald, Natomas USD, submitted an approved electronic vote.
  - Lisa Pettis, Galt Joint UHSD, submitted an approved electronic vote.
- After motion passed, Kiu gave members a Fund B Consortium Reallocation document with allocation percentages and dollar amounts.
- Amador, Los Rios, and SCOE have opted out of receiving the Fund B reallocation.
- Members discussed having the consortium allocation percentages be recalculated for the next fiscal year since it has been the same for the past 2 ½ years.

- El Dorado County is in strong favor of revisiting the formula and wants to see calculations based on the number of students served and the per pupil allocation.
- Concern was expressed by some members regarding revisiting the formula due to the lengthy and complex process.
- Dr. Jamey Nye recommended reapplying the formula instead of creating a new formula.
- Diana announced that AEBG office has extended spending deadline for the Data and Accountability funds to December 31, 2018.

#### ➤ **Leadership Oversight Panel**

- Dr. Rogers explained that the purpose of the Leadership Oversight Panel (LOP) is to engage superintendents across the county and keep them informed about CAERC and Adult Education.
- Initially, there was talk about the need for a Leadership Oversight Panel, but it was never enacted. Once CAERC had officially designated members attending the meetings and voting on business items, this was not deemed necessary.
- The plan is for the LOP is to meet twice a year in January and in June.
- As of today, the superintendents who have committed to participate include Superintendent Aguilar of Sacramento City USD, Superintendent Hoffman of Elk Grove USD, Superintendent Kern of San Juan USD, Superintendent Martinez of Twin Rivers, and Superintendent Loehr of Center Joint USD. Chancellor King of Los Rios and Superintendent Dave Gordon will also serve on the Leadership Oversight Panel.
- Members stressed the importance of bottom up communication within Adult Education and the need for principals and educators to get their superintendents involved so they can spread the message of the work being done and not just validate it.
- Members would like the Leadership Oversight Panel to be open to all superintendents throughout the consortium instead of just those in Sacramento County (i.e. Amador, El Dorado County, Galt, and Davis).
- Members requested to be included in invitations and emails sent out to their superintendents so that the members can encourage their superintendents to be involved and to prevent information from being lost or ignored.

#### ➤ **CAERC Staffing**

- The posting for the CAERC Director closed on August 1<sup>st</sup>.
- Diana thanked Lynn Bartlett for participating in the paper screening.
- Diana also thanked Sue Gilmore in advance for being a part of the oral interview process that will be conducted the following week.

#### ➤ **Upcoming Meetings and Events**

- Bethany directed the members' attention to the lavender handout that lists upcoming meeting dates for CAERC Monthly Meetings, the Marketing and Outreach Subcommittee, Alignment Workgroups, and Network Meetings for the year.

- This year, the monthly meetings will conclude at 2:30 pm to allow time for regional collaboration from 2:30 - 3:30 pm; all members and partners are encouraged to stay for the regional collaboration meetings if their schedule permits.
- There will be 9 total Alignment Implementation Network Meetings throughout the year for Math, ESL, and ELA with 3 trainings for Math, 3 for ESL, and 3 for ELA.
- The network meetings will occur on Fridays from 1:00 - 4:30 pm.
- These network meetings will support implementation of the courses and curriculum that have been developed, but ALL Math, ESL and ELA teachers are encouraged to attend.
- The registration flyers are in the process of being created and will be sent out to members and partners once completed.
- Bethany mentioned that the two trainings with asterisks, the ERWC for ELA Training on November 3 and the ELA Network on December 1, are mandatory trainings for ELA instructors who have not yet attended the 4-day ERWC Training.
- Bethany gave some background about the ERWC training module and how it was developed by the CSU system to get students ready for college level English courses.
- An instructor from CSU will be leading the ERWC trainings and the modules being presented were created to cater to adult education teachers.
- Having teachers attend 4 full days of ERWC training plus a half day training on the adapted modules proved to be too difficult for adult education teachers. Instead, the training will be 2.5 days and will be exclusively for adult education teachers.
- There will be a one-day training in the fall, the half day ELA network meeting in December, and another full day training in Feb or March.
- If the teachers have already attended the first two days of this ERWC training, they should continue with this track in order to be ERWC trained and be able to teach at the high school level.
- Members commented on the success of the trainings so far and congratulated the alignment team for their efforts.
- Dr. Jamey Nye informed the members that CSU system will no longer implement placement tests and offer remedial courses; instead they will offer support services and stretch courses for those who may be placed in the remedial courses. This will be effective fall 2018.
- Bethany discussed the new Marketing and Outreach subcommittee, which will meet on Friday, August 25<sup>th</sup> and Friday, September 1<sup>st</sup>.
- John Fleischman will be facilitating the first two meetings. The goal of these meetings is to set in place objectives and strategies for how CAERC wants to market the Asset Map as well as how to implement a CAERC social media platform to create a digital presence in the community.
- All members and partners are encouraged to sign up for this subcommittee
- Bethany distributed a sign in sheet for members and partners to participate; those individuals will be receiving a follow up email with more information.
- Bethany directed the members to the last page of the meeting dates document to highlight the dates that the Alignment teams will meet to create modules and curriculum. The Alignment teams will be facilitating the network meetings.

- The CapCUE Tech fest flyer was distributed to members and partners; as stated in the approved regional plan, CAERC will be purchasing 50 tickets for this educational technology conference.
- Each district and Los Rios College will have 3 tickets to send their teachers and staff.
- Once the administrators identify which teachers will attend, please email Bethany with the teachers' names and emails and she will work to get them registered.
- Bethany will provide a follow up email to officially designated members that they can forward to the teachers and faculty.
- Members expressed concern that there were no budget and policy meetings set in place; Dr. Rogers and Bethany told members that the new CAERC Director will take the lead with scheduling these meetings.

➤ **Other Items for Discussion or Distribution**

- Joyce Hinkson shared with the group that a Project Specialist I position is open in OTAN and encouraged all members and partners to share this information with anyone interested in applying. The job listing can be found on edjoin.org. A certificated candidate is preferred but not required.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the August 9, 2017 consortium meeting adjourned at 2:27 p.m. (12 yeas, 0 nays).