



Capital Adult Education Regional Consortium

Meeting Minutes September 12, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
David French, Center Joint USD
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Heather Luke, SETA
Dr. Joyce Hinkson, Sacramento COE
Kelly Hunkins, Amador County USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Martin Griffin, California Department of Corrections
Mike Smith, Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, Elk Grove USD
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Rick Messer, San Juan USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD

➤ **Other Attendees:**

Kris Payne, El Dorado County CEDAC

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:03 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 (Center, El Dorado COE, Folsom Cordova, Galt, Natomas, Sacramento City, San Juan, and Washington), Sacramento City USD and Los Rios CCD arrived after the roll call, and three voting members who were unable to attend submitted their votes electronically (Amador, Elk Grove USD, and Twin Rivers USD), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners SETA, Alta CA Regional Center, and the California Department of Corrections (CDCR) were also present for the meeting.

- **Approval of September 12, 2018 Meeting Agenda**
 - The agenda for the September 12, 2018 meeting was reviewed.
 - On a motion by Lynn Bartlett and seconded by Joyce Hinkson, the September 12, 2018 agenda was approved (12 in favor, 0 against). [Amador, Elk Grove, and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

- **Approval of August 1, 2018 Meeting Minutes**
 - Minutes from the August 1, 2018 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Gary Sutherland, the August 1, 2018 minutes were approved (12 in favor, 0 against). [Amador, Elk Grove, and Twin Rivers submitted their vote electronically in favor of approving the August minutes.]
 - Approved August 1, 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 MOUs and award letters were sent electronically to members in mid-July. CAERC is still waiting on signed MOUs from: Amador, Davis, and Twin Rivers.
 - MOU payments are expected to arrive within the next few weeks. The first payment will contain July and August's allocation. Subsequent allocation payments will always be approximately one month behind.

Member Expense Report for 2016-17 and Quarter 4

 - The member expense report for 2016-17 and the expenditure report for quarter 4, April 1, 2018 – June 30, 2018, was due in NOVA by September 1, 2018. Some members were unable to meet this deadline due to programming issues in NOVA. An extension will be given until the programming issues are resolved.

Consortium Certification of Quarter 4 for 2017-18

 - Consortium certification is due September 30, 2018. Extensions will be given if NOVA is still experiencing programming issues. Once all members have submitted, the consortium lead will certify for the consortium.

Program Year Budget for 2018-19

 - Fund D and carryover from Fund C are due in NOVA by September 30, 2018. Extensions will be given if NOVA is still experiencing programming issues.
 - Technical assistance will be available at the Director's Workgroup meeting on September 14, 2018 and members are invited to watch the 18-19 Budget and Work Plan in NOVA webinar before the meeting.

- **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 selected specific marketing activities to engage in.
 - An important component of this year's plan includes a more comprehensive effort to evaluate the effectiveness of marketing efforts. CAERC proposed a standardized survey be given to incoming learners during the registration and orientation process. The aggregated survey results will help inform current and future marketing efforts and spending. Member agencies would report the results on a monthly basis through a central electronic form.

- On a motion by Sue Gilmore and seconded by David French, members approved the CAERC Survey of Students to Target Marketing Efforts. (12 in favor, 0 against) [Amador, Elk Grove, and Twin Rivers submitted their vote electronically.]

Director's Workgroup

- The Director's Workgroup will be held on September 14, 2018. Members will start the 3-year planning process. All members are required to participate in Business Meetings and Director's Workgroup meetings as a condition of receiving funds from the Adult Education Program.
- The state has requested that consortium members review the current planning process and report back to help establish a formal template.

Transition Specialists Workgroup

- Transition Specialists have been invited to attend the working meeting on October 3, 2018 to present and participate in a discussion about future consortium-level work for this regional strategy. This will be the start of the Transition Specialists Workgroup meetings for 2018-19

Data & Accountability Workgroup

- The Data & Accountability Workgroup will meet on September 20, 2018.
- The meeting will cover student data collection, CASAS requirements, e-testing and other topics.
- Bethany Ely requested comments or suggestions from members regarding what they would like to see from the Data & Accountability Workgroup. Lynn Bartlett suggested offering a refresher course for those who are new to a program or to Adult Education. Rhonda Koff-Balmain suggested offering trainings on how to read the NRS reports.

Curriculum Alignment Workgroups

- A Math Success Academy Bootcamp training was held at Washington Adult School on August 20, 2018. 12 teachers from 6 member districts and county offices attended including: Amador, El Dorado COE, Sacramento City, San Juan, Twin Rivers, and Washington.
- Two ERWC Day 1 Trainings were held on August 13-14, 2018 at SCOE. The day 2 training is set for November 30, 2018.
- Local Area ESL Implementation Trainings were held on August 30, 2018 at Folsom-Cordova Adult School and August 31, 2018 at Twin Rivers Adult School. At the training held at the Folsom-Cordova Adult School, teachers from Amador, Folsom-Cordova and El Dorado COE were in attendance. At the training held at Twin Rivers Adult School, teachers from Center and Twin Rivers were in attendance.
- Three additional ESL Implementation Trainings are scheduled: September 21, 2018 at Charles A. Jones Career and Education Center, September 28, 2018 at Sunrise Tech Center, and October 5, 2018 at Elk Grove Adult School.
- Folsom-Cordova Adult School is benefitting and seeing positive results from the ESL curriculum that has been provided.

➤ **Professional Development**

- Purchase orders have been allocated to members from the consortium-level Data & Accountability fund so members can attend events and professional development related to student data collection and reporting. These funds must be spent by November 15, 2018

➤ **Network Meetings**

- The ELA Network meeting will be held on September 14, 2018.
- The Math Network meeting will be held on October 5, 2018.

➤ **Director's Report**

- Bethany Ely will be attending the Consortia Leads event on September 28, 2018 on behalf of Branka Marceta who will be out of the office until October 1, 2018.

➤ **Upcoming Meetings and Events**

- AeriesCon, October 8-9, 2018, Sacramento
- CCCAOE, October 11-12, 2018, Rancho Mirage
- ACCE, Northern Drive-In Workshop, October 19, 2018, Sacramento
- ASAP Conference, October 22-23, 2018, Anaheim
- ACSA Leadership Summit, November 8-10, 2018, San Diego
- CTE Conference by CALCP & CAROCP, November 14-16, 2018, Rancho Mirage
- California Economic Summit, November 15-16, 2018, Santa Rosa
- CATESOL Annual Conference, December 6-9, 2018, Anaheim
- AEBG TAP Webinars:
 - Empowering CTE Students Through ABE, Wednesday, September 12, 2018, 2:30-3:30 pm
 - 18-19 Budget & Workplan in NOVA, Friday, September 14, 2018, 12:00-1:30 pm
 - Pathways to Successful Employment Outcomes for Adults with Disabilities, Wednesday, September 19, 2018, 12:00-1:00 pm
 - 3 Year Planning Overview, Thursday, September 20, 2018, 12:00-1:30 pm
 - Yes they CAN: Rigorous Writing Tasks for Low-Level ESL, Wednesday, September 26, 2018, 1:00-2:00 pm

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- Kris Payne expressed his gratitude for being allowed to attend the meeting. He will take the information he's learned back to the Community and Economic Development Advisory Committee (CEDAC) in El Dorado County.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the September 12, 2018 consortium meeting adjourned at 2:05 p.m. (9 in favor, 0 against).