



Capital Adult Education Regional Consortium

Meeting Minutes July 2, 2014

➤ **Members Present:**

Alyson Collier, Program Coordinator, Center Joint USD
Charlie Linebarger, Principal, Folsom Cordova USD
Deborah Bettencourt, Superintendent, Folsom Cordova USD
Dr. Jayme Nye, Associate Vice President of Instruction and Student Learning, Cosumnes River College
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Kim Harrell, Dean of Workforce Development, Kinesiology, Health, and Athletics, Folsom Lake College
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Mia Funk, Director, Career Technical Education, San Juan USD
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College
Tony Lara, Administrator, Galt Joint Union HSD
William Spalding, Assistant Superintendent, Washington Unified School District
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College
Connie Lee, CAERC Director, Sacramento COE
Holly Clark, CAERC Administrative Assistant, Sacramento COE

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

- Member introductions were done. The agenda was reviewed.

➤ **Approval of June 3, 2014 Meeting Minutes**

- On a motion by Sue Gilmore and seconded by Mia Funk, the minutes of the June 3, 2014 were approved. Motion carried unanimously.

➤ **AB 86 Update and Informational Items**

- Last week the Senate approved the Bill reauthorizing Workforce Investment Act (WIA). The Bill will go to the House next week.

- The new Act is known as the Workforce Innovation and Opportunities Act (WIOA). It will still include federal funds for adult education.
- The changes between the existing WIA and WIOA are:
 - A single unified plan covering all areas of the Bill
 - There will be a single set of performance measures for adults across all core areas authorized by the Bill
 - Focus on Career Pathways with an emphasis on contextualized ABE, ESL and occupational training
 - Alignment to College and Career Readiness standards
 - High-quality professional development with focus on teaching reading
 - Training for volunteers
 - Dissemination of information about model programs and practices
 - Assistance to local providers on the use of technology
- The WIA funded agencies that were recommended for funding in 14/15 in Sacramento and Yolo Counties include Sacramento City, San Juan, Elk Grove, Folsom Cordova, Twin Rivers, Center, Washington Unified and Woodland Joint Unified.
- The AB 86 website <http://ab86.cccco.edu> has all webinar recordings available, FAQs, Glossary of Terms, Acronyms, and many other helpful resources.

➤ CAERC Activities

Scope of Work

- SCOE Scope of Work was reviewed. Meeting dates have been established. Agendas will be created monthly. If there is an item you wish to add to the agenda, email it to Connie Lee, clee@scoe.net. Task 8.11 is the biggest part of the work: Prepare CAERC Regional Comprehensive Plan reports and related expenditure reports. The due date for the draft Consortium report is July, 29, 2014. Submit reports (tables and narratives) by July 18, 2014 if possible, to allow for compiling and analyzing data as a whole. If not able to make July 18th submission, the final due date is July 23, 2014.

2014-15 Meeting Dates

- The 2014-2015 Meeting Dates handout has been updated. The dates all remained the same. Some room locations have changed. Please discard the previous schedule and keep the updated meeting schedule provided. It has been updated on the CAERC website.

Proposed CAERC Summit

- CAERC staff would like to convene two summits during the fall to allow more in-depth conversations around key topics. Having all members and available partners together is essential to the work. Fridays work best for summit days. Tentative dates are September 12, 2014 and October 22, 2014. Hours for the summit will be 9 a.m. – 2 p.m., lunch provided. The money given to districts can be used for substitutes if needed. Initial thought for summit is to

have a general meeting and then breakouts by discipline. Folsom Cordova USD offered to host the summits. CAERC Project staff will compile draft summit details for group input. Suggested participation would include members, partners and a point person for each of the three lead curriculum areas per district: CTE, ESL and ASE.

➤ CAERC Members

Contracting with LRCCD

- Districts present at the meeting were given contracts. An agreement/contract must be in place between the districts and LRCCD in order to distribute funds. A 2nd page is attached to each individual contract that lists district contacts for the fiscal communication. Review all the data. Sign and return to Irina Bachinsky, 1919 Spanos Court, Sacramento, CA 95825. Contact information for Irina: bachini@losriod.edu, 916-568-3080.
- Invoicing for the \$18,000.00 awards will be based on actual expenditures.
- Any changes or concerns with the agreement or contracting process should be submitted to Sue Lorimer.

Completion of Tables 1 & 2 and Narrative

- Table 1, Table 2, and narratives are due this month. Be sure to download the updated tables:
 - <http://ab86.cccco.edu/CertificationofEligibility/COEMaterials.aspx>
- Additional resources are available on the AB 86 website. <http://ab86.cccco.edu> Make sure to subscribe to the AB 86 E-Newsletter. Valuable information is sent out frequently. The next webinar is July 11, 2014. They are held on the 2nd and 4th Friday of every month from 12 p.m. – 1 p.m. All webinars are archived on their website. No pre-registration for webinars is required.
- Advice from districts that have completed the tables: determining the value of district owned facilities was challenging to complete. Sue G. suggested using the rate charter schools are charged for square footage.
- Please review June 6, 2014 webinar on the AB 86 website and read the FAQs from that webinar. It is highly informative.

➤ CAERC Partners

Role of Partners

- A list of suggested partners compiled from the last CAERC meeting was reviewed. It was suggested to remove Woodland Library as our Consortium does not include Woodland. Karen M. suggested we reach out to Sacramento County Sheriff's Department and Probation Department as potential partners. Lynn will submit a list of CBO's for possible partner roles.
- Partners will be contacted the week of July 7, 2014. They will be invited to the August Consortium meeting. Partner presence at meetings is very important.
- Lynn suggested an informational meeting with partners before the summit. Sue G. suggested a

meeting with partners the morning of August 6, 2014, prior to the regular monthly member meeting and invite them to stay for the member meeting that afternoon.

➤ **Communication and Information Sharing**

Review of CAERC "Draft" Website

- The website is meant to be a functional point-in-time website. The website was reviewed by the group. Request for website to go live was made. No objections were voiced. It will go live and be accessible by Friday, July 4, 2012. The official website is www.capitaladulthood.org.

Role and Use of CAERC Listserv(s)

- There is less of a need for a listserv. A number of messages went into spam folders or were not delivered. The Consortium will switch over to a global email list and delete the listserv. A request was made for messages to be sent as a blind cc so the email does not include a large list of addresses.

➤ **Other Items for Discussion or Distribution**

Subcommittees

- Formation of subcommittees should wait until after the summits. Summits will identify the areas of need. Establishing subcommittees deemed important will be formed after defining areas of need.

Meeting adjourned at 3:13 p.m.

➤ **Items to work on before next meeting**

- Submit Table 1, Table 2, and narratives to Connie clee@scoe.net and Holly hclark@scoe.net by July 23rd.
- Think about who you would like at the summit and create a guest list to submit.
- Brainstorm possible tasks and questions for address for the CAERC Summits.