



Meeting Minutes August 10, 2022

➤ **Members:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint Union HSD
Carla Slowiczek, CAERC/Sacramento COE
Casandra Keitges, Sacramento Public Library
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Joe Schallberger, Galt Joint Union HSD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Michael Gillespie, El Dorado COE
Michelle McIntosh, Sacramento COE
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD
Tammy Montgomery, Los Rios CCD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Patricia Oliva, CAERC Director

The meeting started at 1:01 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Eight voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Sacramento City, and Twin Rivers). Natomas, San Juan, and Washington arrived after the roll call. Los Rios and Sacramento COE were unable to attend and submitted their votes electronically. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library and SETA were also present for the meeting.

➤ **Approval of August 10, 2022 Meeting Agenda**

- The agenda for the August 10, 2022 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Brenda Avalos the August 10, 2022 agenda was approved (13 in favor, 0 against). [Los Rios and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of June 1, 2022 Meeting Minutes**

- Minutes from the June 1, 2022 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the June 1, 2022 minutes were approved (14 in favor, 0 against). [Los Rios and Sacramento COE submitted their vote electronically in favor of approving the minutes.]
- Approved June 1, 2022 minutes will be posted on the CAERC website at www.caerc.org

➤ **California Adult Education Program Updates and Deliverables**

- August 1, 2022 – Employment and Earnings Follow-up Survey
- September 1, 2022 – 20/21 and 21/22 Member Expense Report Due in NOVA (Q4)
 - When submitting your expenditure reports remember to verify the expenditures entered are year to date (cumulative) and include specific, clear, and concise activities in the “Summary of Activities” section.
- September 1, 2022 – July 1, 2021 to June 30, 2022 Expenses by Program Area (Estimates Only) Due in NOVA
- September 14, 2022 – Annual Plan for 2022-23 Due in NOVA* (Extended for 2022)
 - The CAEP Office moved the due date for the annual plan to September 14, 2022.
- September 30, 2022 – 20/21 and 21/22 Member Expense Report Certified by Consortia in NOVA (Q4)
- September 30, 2022 – End of Q1

➤ **Select Topics**

Fund H MOUs

- Fund H MOUs were e-mailed to members on July 5, 2022. Thank you to those members who have already submitted their signed MOU. If you have not submitted your MOU yet, please submit it as soon as possible.

Allocation Amendment to Reflect 6.56% COLA

- In May, the CAERC allocation for 2022-23 was \$13,137,011 based on the January Budget Proposal including a 5.33% COLA for CAEP. CAEP was funded with a 6.56% COLA which increases the overall allocation to the consortium by \$153,417 bringing the total to \$13,290,428. Members received the 6.56% COLA on their 21/22 base funds.

One-Time Unallocated Consortium Level Funds

- In March 2022 members decided to split Center’s allocation evenly between those members who opted in. Ten members opted in to receive an allocation of \$26,630. CAERC had one-time unallocated funds that were also evenly distributed between those members who opted in. The 10 members who opted in will receive \$34,890. Amador had a discussion with their district and decided to return \$153,000 back to the consortium moving forward. Starting next fiscal year, it will become part of the CFAD. Members voted to distribute the funds proportionately to those who opted in and six members that opted in will receive \$25,500.

Annual Plan

- The CAEP annual planning process is designed to provide consortia and members an opportunity to consider key accomplishments and challenges from the prior year and outline goals and activities for the upcoming program year. Members will review the CAERC Annual Plan during the working meeting.

Nominate a CAEP Model Program

- Patricia Oliva encouraged members to nominate a CAEP Model Program. To submit, model CAEP programs must be aligned to approved CAEP program areas and the adult education state priorities: learner transition, program development, equity, leadership, technology and distance learning, program evaluation, and marketing. Nominations close August 17, 2020 and can be done [online](#).

Submit a Proposal and Register to Attend the CAEP Summit 2022

- Patricia Oliva encouraged members to submit a proposal for the CAEP Summit and/or [register](#) for the Summit if they haven't already done so. The CAEP Summit will take place virtually from October 25-28, 2022. The deadline to [submit a proposal](#) is Friday, August 19, 2022.

Digital Leadership Academy 2022-24 Cohort

- OTAN is offering a professional development opportunity for California adult education agencies through the Digital Leadership Academy (DLAC) 2022-2024. OTAN offers this program for a full two years to ensure agencies can meet their projected technology integration, distance learning, or blended teaching goals. Teams of two or three teachers, coordinators, and administrators will represent agencies for the entire two years of the program. The program is designed to be flexible in how agencies can best use the resources offered by OTAN to support their agency goals. The deadline to [apply](#) is Friday, August 19, 2022.
- Rhonda Balmain asked if CAERC staff knows if there is a work around for having one of their team members drop out of their group. This team member took another position and will no longer be able to participate in DLAC. Patricia Oliva will pass along Rhonda's question and information to Nada Anasseri in OTAN.

CAERC Community Newsletter

- The CAERC Community August Newsletter has been posted to [caerc.org](#). This issue highlights the CCAE Northern Region, the CAERC 3-Year Plan, and Adult Education Works.

Member and Partner News, Updates, and Challenges

- San Juan has seen a small uptick in attendance for in-person classes. Their Creekside campus is set to be closed in November and is limiting the number of in-person classes they can offer. A brand-new dental program just started at Encina High School this week. At the end of September, they will begin offering a CBEST prep course in 6-week cycles.
- Galt opened online enrollment the second week of July. As of August 1st, they've also opened in-person enrollment. 127 students enrolled online and about 80 students have confirmed orientation. Classes start the week of September 6th.
- Charles A. Jones had enrollment all summer. They are still seeing lower enrollment numbers than they anticipated. They are averaging 8-10 students a week for in-person orientation, but normally that would be closer to 20-40 people. Enrollment for ESL classes have been steady, and most students are wanting to continue with remote learning. They plan to launch some new manufacturing classes soon.

- Twin Rivers is offering mostly in-person classes with the evening classes being a hybrid. They're considering an online only ESL class as well. Registration was opened in May and 350 students registered, but they've not been able to get ahold of everyone. They offered 4 full ESL classes for summer school including new and current students. They currently have wait-lists for all their ESL levels except for a few classes. Over the last couple weeks, they've had 10-15 refugees a day coming in looking for classes. Classes start on August 18th and they're having a big resource fair for students on August 19th.
- Elk Grove enrollment started over the last couple weeks and classes are mostly full. They had to close their high school diploma enrollment after a few hours because of the demand. All level ESL classes are being offered as hybrid classes this year. High school diploma and high school equivalency are more of an independent model and are at your own pace. They have several teacher positions open on EDJOIN. A resource fair is being hosted on August 18th for students.
- Natomas is having a slow start to their enrollment, but it's slowly increasing. They're trying to get their numbers up, especially in GED and citizenship. They've expanded their ESL level one class and will be bringing back their ILS class. Other classes that are coming back include high school diploma, citizenship, and culinary. Majority of their classes are in person with high school diploma being hybrid. Classes start the last week of August.
- El Dorado COE is down 1.5 teachers at the start of the year. They currently have a sub in place with some other teachers in the works. They are anticipating starting a citizenship program and are continuing their partnership with the Future Fire Academy and NCCT. They are also considering applying for the WIOA grant and exploring a potential partnership with Marshall Medical. All their classes will be in-person this year.
- Washington is experiencing lower enrollment like a lot of other agencies and are exploring some outreach options. They've hired office support staff which will help relieve the load on their lead teacher. Jay Berns is no longer supporting the adult school and in his place will be Justin Young.
- Folsom Cordova is experiencing an increase in enrollment and have had a very busy July and August. All levels of their ESL classes are almost full. They've also had a huge influx of Ukrainians in their refugee program. High school diploma, high school equivalency, and citizenship classes are all full. They will be hosting a job fair on September 14th. Phlebotomy classes will be starting in September even though it's been slow to fill up. Rhonda Balmain just hired 7 new teachers due to the influx of enrollment and teachers retiring.
- Patricia Oliva sent out a save the date for the WIOA workshop on September 2nd. She will follow this up with a more formal invite. Please let us know if you are able to attend so we know how many to plan for.
- The Sacramento Public Library has restarted their in-person tutoring and are also continuing with their online tutoring. They currently have 130 tutoring pairs which is about half of what they had pre-pandemic. About 70 families are involved in their last round of book kits. Books went to about 145 kids from those families. The library has some specific funding for ESL services if any members are interested in partnering with the library. If anyone is interested please reach out to Casandra Keitges.
- SETA is still recruiting for their executive director. The Franklin job center is now closed, but a new job center on Florin is now open. The site is currently being leased by Highlands Charter School and also houses the Department of Human Assistance, La

Familia Community Development, and other partners will be added. The Refugee Resettlement Network is seeing a big increase in the Sacramento region.

➤ **Upcoming Meetings and Events**

- CAEP Director's Event, Virtual Event, September 19-23, 2022
- [CAEP Summit](#), Virtual Event, October 25-28, 2022
- [CAEP TAP Webinars](#):
 - ✓ [Integrated Education and Training \(IET\) in California: Voices from the Field](#), August 24, 2022, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting #1 and Director's Workgroup, Friday, August 12, 2022, 9:00am – 11:00am, Online
- CAERC Business Meeting, Wednesday, September 7, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, September 7, 2022, 2:00pm – 3:30pm, Online
- CAERC Marketing & Outreach and Director's Workgroup, Friday, September 9, 2022, 9:00am – 11:00am, SCOE Board Room
- CAERC Data & Accountability Meeting, Thursday, September 15, 2022, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, September 16, 2022, 10:00am – 12:00am, SCOE Room C

➤ **Other Items for Discussion or Distribution**

- There were no items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Angela Rodriguez, the August 10, 2022 consortium meeting adjourned at 2:02 p.m. (11 in favor, 0 against).