



## Meeting Minutes September 7, 2022

### ➤ **Members:**

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

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

The meeting started at 1:02 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Ten voting members were present at time of roll call (Amador, Davis, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Washington). El Dorado COE, Elk Grove, and Twin rivers arrived after the roll call. 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 Sacramento COE were also present for the meeting.

### ➤ **Approval of September 7, 2022 Meeting Agenda**

- The agenda for the September 7, 2022, meeting was reviewed.

- On a motion by Sue Gilmore and seconded by David Rodriguez the September 7, 2022, agenda was approved (14 in favor, 0 against).

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

- Minutes from the August 10, 2022, Consortium meeting were reviewed.
- On a motion by Jamey Nye and seconded by Sue Gilmore, the August 10, 2022, minutes were approved (14 in favor, 0 against).
- Approved August 10, 2022, minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

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

- September 1, 2022 – 20/21- and 21/22-Member Expense Report Due in NOVA (Q4)
- 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)
- September 30, 2022 – 20/21- and 21/22-Member Expense Report Certified by Consortia in NOVA (Q4)
- September 30, 2022 – End of Q1
- October 30, 2022 – 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- October 31, 2022 – Student Data Due in TOPSPro (Q1)
- October 31, 2022 – Employment and Earnings Follow-up Survey

➤ **Select Topics**

**K-12 CAEP Apportionment Payments**

- The K-12 portion of the 2022 CAEP apportionment payments for July and August have been released. This release occurred earlier than the previous couple years. If your agency has submitted their signed MOU, you will be receiving your check soon. If you have not yet submitted your signed MOU, please do so as soon as possible so we can get your check out to you.

**Fund H MOUs**

- Patricia Oliva thanked the members that have submitted their signed MOU. If your agency has not submitted your MOU yet, please do so as soon as possible.

**Member and Partner News, Updates, and Challenges**

- Natomas's ESL classes are full, and they currently have a waitlist. Their GED prep and citizenship classes both have low enrollment. The culinary program at Discovery High School is offering a free food handlers' course if anyone knows someone that might be interested.
- Twin Rivers has waitlists for their classes. Tanya Praest is currently trying to hire more teachers. They will be adding more night classes to their schedule. Students started school before they were pre-tested, and they are currently finishing up testing students now. They had 2 graduates this week which brings them up to 8 graduates.
- Galt is at full capacity for their GED, ESL, citizenship, and culinary classes. They currently have waitlists for all of them. Galt has open enrollment year-round, and they will call students in from the waitlist if/when spots become available. All their classes are in-person.

- San Juan’s high school diploma class is close to full. Some of their ESL classes currently have waitlists. The demand for classes has either been for fully online or hybrid with CTE classes being in-person.
- Washington does not have a waitlist currently. They’re looking at different ways to bring more students in. Currently they offer hybrid and in-person classes and are evaluating which classes are working better.
- McClaskey is still offering 2-day cohorts for their students through the end of the year. Orientation numbers are increasing at Charles A. Jones. CTE enrollment is also seeing an increase. The CTE classes are all in-person except for pharmacy technician being a hybrid class. They are hoping to make it a permanent hybrid class. ESL classes are still being offered concurrently online and in-person, but they think this will change as students become more comfortable in-person.
- Folsom Cordova’s ESL classes are mostly full, high school diploma/equivalency is slowly filling up, and independent study is almost full. They are still offering the Math Success Academy and have added a math lab for any level math student to get help. Most of their classes are only offered in-person with a few ESL classes being offered online. They will be hosting an in-person job fair on Wednesday, September 14<sup>th</sup> from 10:00am to 12:00pm.
- Elk Grove’s ESL classes are mostly full. The morning ESL classes are being offered as hybrid while the evening classes are in-person. Their high school diploma and equivalency evening programs are in-person and full. The in-person day classes are filling up at a slower pace. They are in the process of hiring a teacher for their medical CTE classes, so those classes had to be postponed. The jail and probation programs are both going well.
- EDCOE is struggling to find teachers. They have 50 students on a waiting list for ESL, but they don’t have a teacher for the class. The Future Fire Academy is starting their next cohort in October for wildland certification.
- Davis starts later than everyone else since they align with the UC Davis schedule. They’ve just started with orientations this week. They’ve been reaching out to former students to try and get them to come back and finish. The nursing assistant program is still on hold while the details are figured out.
- Amador is also struggling to find teachers. Their high school diploma class is almost full. They will be partnering with their local fire department and starting a fire fighter 1 program in January.
- Patricia Oliva shared that SCOE is hosting a hiring event for para-educators on September 10<sup>th</sup> from 9:00am to 2:00pm at the [David P. Meaney Education Center](#). Dr. Herota added that SCOE administrators will be on site to perform the interview process on September 10<sup>th</sup>. There will still be a few final steps that can’t happen that day, but this will help speed up the hiring process.
- Dr. Nye shared that Los Rios is still building up their in-person classes since the demand they’re currently seeing is for online classes. They are being held harmless by the state for a while.
- Angela Hatter asked Dr. Nye what the end date is for being held harmless? It is 5 more semesters not including fall. So, it will cover program years 22/23, 23/24, and 24/25. They are being funded based on pre-covid numbers.

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

- CAEP Director’s Event, Virtual Event, September 19-23, 2022

- [CCCAOE Fall Conference](#), Virtual Event, September 20-23, 2022
- [CATESOL State Conference](#), In-Person September 29-October 2, 2022, Pasadena
- [CAEP TAP Summit](#), Virtual Event, October 25-28, 2022

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Business Meeting, Wednesday, October 5, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, October 5, 2022, 2:00pm – 3:30pm, Online

➤ **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 Stephanie Groat, the September 7, 2022, consortium meeting adjourned at 1:56 p.m. (16 in favor, 0 against).