



## Meeting Minutes December 7, 2022

### ➤ **Members:**

Angela Hatter, Sacramento City USD  
Angela Rodriguez, Elk Grove USD  
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  
Matt Strinden, San Juan USD  
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  
Renee Collins, Sacramento COE  
Rhonda Balmain, Folsom Cordova USD  
Richard Judge, San Juan USD  
Shirley Skadan-Smith, Alta CA Regional Center  
Stephanie Groat, Washington USD  
Dr. Sue Gilmore, Sacramento City USD  
Tanya Praest, Twin Rivers USD  
Theresa Milan, Los Rios CCD  
Todd Deck, Sacramento Public Library

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

The meeting started at 1:04 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Eleven voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Folsom Cordova 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 Alta CA Regional Center, Sacramento COE, Sacramento Public Library, and SETA and were also present for the meeting.

- **Approval of December 7, 2022 Meeting Agenda**
  - The agenda for the December 7, 2022, meeting was reviewed.
  - On a motion by Sue Gilmore and seconded by Kelly Hunkins the December 7, 2022, agenda was approved (12 in favor, 0 against).
  
- **Approval of November 2, 2022 Meeting Minutes**
  - Minutes from the November 2, 2022, Consortium meeting were reviewed.
  - On a motion by Sue Gilmore and seconded by Tanya Praest, the November 2, 2022, minutes were approved (12 in favor, 0 against).
  - Approved November 2, 2022, minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)
  
- **California Adult Education Program Updates and Deliverables**
  - December 1, 2022 – July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
  - December 1, 2022 – 20/21, 21/22, & 22/23 Member Expense Report due in NOVA (Q1)
  - December 31, 2022 – 20/21, 21/22, & 22/23 Member Expense Report Certified by Consortia in NOVA (Q1)
  - December 31, 2022 – End of Q2
  - January 31, 2023 – Student Data Due in TOPSPro (Q2)
  - January 31, 2023 – Employment and Earnings Follow-Up Survey
  
- **Select Topics**
  - Technology and Distance Learning Symposium**
    - The Technology and Distance Learning Symposium will be held March 3-4, 2023, in Chula Vista, CA. The call for proposals is open and the deadline to submit is December 19, 2022. This is OTAN’s annual conference with dynamic, hands-on presentations, and lively discussions that show participants how to integrate technology to enhance the learner experience, extend the classroom to learners through blended and distance learning, and help adult education programs be more effective and efficient.
    - Renee Collins shared that OTAN will be hosting three bootcamps on Thursday, March 2, 2023, and one of those bootcamps will be focused on Canvas. Registration for the bootcamps is limited.
  - COABE Digital Equity Survey**
    - COABE is conducting a digital equity survey and is requesting adult education participation. The pandemic revealed major gaps in basic educational needs such as Wi-Fi and device accessibility for our adult learners who are often dealing with major barriers to achieving their education and employment goals. COABE is committed to working with legislators, foundations, and the business community to illuminate the needs of local programs and adult learners. You can take the survey here: <https://www.tfaforms.com/5019713>
  - Member and Partner News, Updates, and Challenges**
    - Charles A. Jones has been invited to provide information at several career fairs and has been able to attend most of them. Angela Hatter plans to evaluate how to have additional staffing to attend these. All their programs have start dates in January and they hope to fill them up. They are having problems with enrollment for their IET

Manufacturing Pre-Apprenticeship program and Angela is hoping the members will help spread the word about the class. Flyers for these classes will be e-mailed to members soon for distribution.

- Renee Collins asked if it would be beneficial to hire a part-time person through CAERC to attend and promote career fairs for all members. Angela Hatter and other members agree with this idea. CAERC will investigate it more and keep everyone posted.
- Richard Judge shared that their ESL (English as a Second Language) teacher Linda Laymon has sadly passed away. On a different note, he will only be at the San Juan Creekside campus for another 3 weeks before it's demolished. Richard thanked Tanya Praest and the Twin Rivers staff for meeting with him and his new college career tech. The CBEST class wraps up this week and stayed at capacity the entire class.
- Twin Rivers just shifted a bunch of students around to try and accommodate more students. They have an ESL self-assessment that they plan on translating into multiple languages and turning it into a Google survey. Instead of having the student fill out the entire registration form the Google form will be used to create an interest list and then pull from that to fill any extra space in classes.
- In the past credits were given to a student who took the GED and passed part of it and if they changed their mind and wanted to get their diploma instead partial credits were still given for that. Tanya asked the group if there was a form for this as she has a teacher who was asking about, but it had been a few years since the teacher had used it. Grace Sauser let Tanya know that this used to be allowed, but it is now written into Ed Code that it's not allowed to give credits for passage of the GED test. Grace will find the language for this and send it to everyone.
- Davis has their first round of post-testing next week. This is their first full year of having Burlington English along with Stand-Out curriculum. Nursing was supposed to start this week, but most of the students that are interested could not start this week. This will be starting in January instead. They are working on restarting Workforce Prep in January or February. Grace Sauser would be interested in having a consortium-wide work-ready certificate curriculum. They were having problems with students not being able to fit the correct ESL level into their schedule, so this year they started a conversation class that will be a catch all for any level student.
- Amador has started a second ESL program during the day at a satellite location. They just finished their third bus driver class, and they hired all the people that finished. They lost their instructional assistant teacher, and she will only be working in the summer. Between 5 and 10 people come every month to take the GED. Kelly Hunkins is now also in charge of Independence High School along with adult ed and independent study.
- Washington is looking to work within their PLC's, developing questions, and talking about how they are supporting their students. They are working with an outside company to gather feedback on how they can improve things around the campus. Unfortunately, their construction program had a break-in, and a bunch of small items were taken. After winter break, they plan on doing post-testing.
- EDCOE is now offering ESL classes Monday through Thursday evenings and on Saturdays. Over 30 students are currently signed up. They are working on a partnership with the El Dorado County Sheriff's Office to do Matrix and MRT. Carey Buchanan is currently working on the WIOA application. They've partnered with Marshall Medical on a medical assistant program and details are still being worked out. Carey has been working with Carla Slowiczek on a data improvement project.

- Natomas will be holding interviews for an ESL teacher to open another ESL class in January. They have been doing a lot of post-testing and trying to improve over the last year.
- Theresa Milan shared that Los Rios enrollment is declining. They have had a growing demand for online courses since the pandemic. They are preparing for a paid internship program for students in career and technical education programs.
- Elk Grove has a decent waitlist for ESL classes, and they have been working with the district to open off-site classes. Finding teachers has been their biggest issue. They are trying to expand their CTE offerings. They added another ASE teacher in the evening to help get students off that waitlist.
- Galt just had their 4<sup>th</sup> high school diploma graduate of the year. They still have some students on their ESL waitlist. Next year they are looking into starting classes for seniors to help them understand their phones, emails, facetime, etc.
- Folsom Cordova is looking to hire a transition specialist and an evening high school diploma teacher.
- Michelle O’Camb shared the influx of ESL is due to the influx of refugees from Ukraine and Afghanistan. She would like to work with members to help address some of these issues and come up with a plan of action. SETA has a new executive director, Jennifer Hernandez.
- The Sacramento Public Library offers tutoring for ESL students from basic through intermediate-high level. They also offer a virtual English conversation group.

#### **No January Meeting**

- There will be no January business meeting. The next business meeting will be Wednesday, February 1, 2023.

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

- [CAEAA Conference](#), Virtual, February 3, 2023
- [OTAN’s TDLS](#), In-Person and Virtual, March 3-4, 2023, Chula Vista
- [COABE Conference](#), In-Person, April 2-5, 2023, Atlanta, GA
- [CCAIE State Conference](#), In-Person, April 13-15, 2023, Oakland
- [CASAS Summer Institute](#), In-Person, June 12-15, 2023, Garden Grove
- CAEP Tap Webinars
  - √ [CAEP Accountability for 2022-23](#), December 14, 2022, 12:00pm – 1:30pm

#### ➤ **Upcoming CAERC Meetings**

- Budget Meeting and Director’s Workgroup, Friday, December 9, 2022, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, December 15, 2022, 1:00pm – 3:00pm, Online
- Marketing & Outreach and Director’s Workgroup, Friday, January 13, 2023, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, January 19, 2023, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, January 27, 2023, 9:30am – 11:30am, Online
- CAERC Business Meeting, Wednesday, February 1, 2023, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, February 1, 2023, 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 December 7, 2022, consortium meeting adjourned at 2:03 p.m. (10 in favor, 0 against).