



Meeting Minutes May 3, 2023

➤ **Members:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint UHSD
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Joe Schallberger, Galt Joint UHSD
Matt Strinden, San Juan USD
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
Richard Judge, San Juan USD
Rhonda Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Stephanie Groat, Washington USD
Tanya Praest, Twin Rivers USD

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

The meeting started at 1:05 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 (El Dorado COE, Folsom Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Amador, Davis, Elk Grove, and Washington arrived after the roll call and Los Rios was 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 Alta CA Regional Center, Sacramento COE, and SETA were also present for the meeting.

➤ **Approval of May 3, 2023, Meeting Agenda**

- The agenda for the May 3, 2023, meeting was reviewed.

- On a motion by Renee Collins and seconded by Carey Buchanan the May 3, 2023, agenda was approved (12 in favor, 0 against). [Los Rios submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of March 1, 2023, Meeting Minutes**

- Minutes from the March 1, 2023, Consortium meeting were reviewed.
- On a motion by David Rodriguez and seconded by Tanya Praest, the March 1, 2023, minutes were approved (12 in favor, 0 against). [Los Rios submitted their vote electronically in favor of approving the agenda.]
- Approved March 1, 2023, minutes will be posted on the CAERC website at www.caerc.org.

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

- April 30, 2023 – Student Data Due in TOPSPro (Q3)
- April 30, 2023 – Employment and Earnings Follow-up Survey Due
- May 2, 2023 – CFAD for 2023-24 due in NOVA
- June 1, 2023 – 21/22- and 22/23-Member Expense Report due in NOVA (Q3)
- June 30, 2023 – 21/22- and 22/23-Member Expense Report Certified by Consortia in NOVA (Q3)
- June 30, 2023 – End of Q4
- July 15, 2023 – Student Data Due in TOPSPro (Q4) FINAL

➤ **Select Topics**

Consortium Fiscal Administration Declaration (CFAD) and Unallocated One-Time Funds

- Patricia Oliva thanked the members for approving the CFAD by the May 2, 2023, deadline. As a reminder, Amador Adult Education requested their base amount be permanently reduced by \$153,000. All other members will receive their base amount plus the projected 8.13% COLA (Cost of Living Adjustments). Center Adult Education is not included in the CFAD as they no longer provide adult education services.
- During the budget meeting on May 12, 2023, members will be discussing how to distribute the one-time unallocated funds. One-time unallocated funds include Center's original allocation, Amador's reduced amount, and CAERC activities unspent funds.

Summer School Infographic

- Carla Slowiczek sent out an e-mail to members requesting information regarding classes being offered for the summer school infographic. This information is needed by Friday, May 5, 2023. Once the infographic is done, it will be emailed to all members and uploaded to the CAERC website.

Member and Partner News, Updates, and Challenges

- Tanya Praest shared that she has hired Laurelle Mathison as the new guidance and learning specialist at Twin Rivers. She has two full-time teacher positions and a para-educator position currently posted. El Civics and CASAS (Comprehensive Adult Student Assessments Systems) testing starts in two weeks. Twin Rivers will be hosting their second annual Community Resource Fair on May 11, 2023, from 9:00am to

12:00pm. On May 20, 2023, they will also host a para-educator bootcamp. Graduation will be held on Monday, June 5, 2023, at 9:00am.

- Charles A. Jones is starting to prepare for graduation. Today they are hosting an Alta CA Regional event with 74 employers, and it's had a lot of attendance. CAJ is partnering with Opening Doors on an IET (Integrated Education and Training) 3-year grant. They will have two medical assisting starts for this year and both in the summer. Angela Hatter shared that she will be relocating and will be leaving her position at the end of June. The position should be posted soon for those that may be interested.
- Alta CA Regional Center will have another event in June at the Lodi Grape Festival. They also have commercials being shown on channels 3 and 58. Alta has grown quickly and now serves roughly 28,000 clients throughout the county and region.
- SETA's three-year plan for employment services to refugees funded under the Office of Resettlement Plan was approved by their board. They have also secured another round of funding targeted at serving people with disabilities.
- Davis is preparing for graduation, but they are unsure how many participants they will have. Last year they did an awards ceremony combined with a graduation and they are looking into doing that again. They are currently in their second cohort of nursing assistants.
- San Juan has completed their WASC visit, and it went well. They are currently not enrolling new students until the fall. Instead, they are focusing their summer school programs on continuing students.
- Folsom Cordova will be hiring an assistant principal. This position will be assisting with shared responsibilities, but their core responsibility will be to work on CTE (Career Technical Education). Their payment points have increased significantly thanks to the work that their teachers have been doing because of the PLC (Peer Learning Circles).
- EDCOE filled their jail teacher position that had been open for 9 months. Their goal is to create full-time positions for everyone for retention. They will be starting a Para-educator Academy on July 11, 2023. Graduation will be held on May 25, 2023, but moving forward they are considering holding graduations as they happen.
- Galt has roughly 20 graduates for the year. They are looking to hire a math and English teacher next year. Galt has started small with their Canvas implementation, and they worry that if they try to expand, they will first have to provide digital literacy classes to their students. One of their local employers invited them to a health fair to promote their ESL (English as a Second Language,) classes amongst their staff.
- Dr. Herota asked if it was possible to hire local high school computer, math, or science teachers to teach digital literacy to adult education students. Brenda Avalos responded that they've previously had teachers to do that, but when they last reached out no one was interested, or they weren't available during those hours.
- Washington will not be offering summer programs this year. They have decided to shut down over the summer to do some revamping and come back with a strong program in the fall. Their graduation will be held on May 30, 2023.
- Renee Collins shared that OTAN is offering a pilot with North Star Digital Literacy if Galt or any other member is interested. OTAN also offers free workshops, in-person or online, to provide training and information on many different topics.
- Natomas had 7 students take the SERV Safe Food Handlers class and 6 of them passed. 2 of the 6 that passed also received their SERV Safe Food Manager certificate.

- Elk Grove has about 80 students graduating on June 1, 2023. They just finished their WASC process, and Angela Rodriguez feels it went well. Elk Grove has numerous bargaining units and 4 of those bargaining units just negotiated hefty raises which will affect their budget for the upcoming year.

➤ **Upcoming Meetings and Events**

- [CASAS Summer Institute](#), In-Person, June 12-15, 2023, Garden Grove
- [CAEP Summit](#), In-Person, October 24-26, 2023, Universal City
- [CAEP TAP Webinars](#):
 - √ [Advancing Digital and Social Justice in Adult Education - Part II](#), May 4, 2023, 12:00pm to 1:30pm
 - √ [Learner Transition in CA – A Deeper Dive – Part I](#), May 9, 2023, 12:00pm to 1:30pm
 - √ [Advancing Digital and Social Justice in Adult Education Part – III](#), May 10, 2023, 12:00pm to 1:00pm
 - √ [Budget and Work Plan for 2023-24](#), May 11, 2023, 12:00pm to 1:30pm
 - √ [Learner Transition in CA – A Deeper Dive – Part II](#), May 12, 2023, 12:00pm to 1:00pm
 - √ [Quarterly Expenditure Reports for 2023-24](#), June 8, 2023, 12:00pm to 1:30pm
 - √ [CAEP Consortium Management 101](#), August 9, 2023, 12:00pm to 1:30pm

➤ **Upcoming CAERC Meetings**

- Budget and Director’s Workgroup, Friday, March 10, 2023, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, May 18, 2023, 1:00pm – 3:00pm, SCOE, Room C
- CAERC Network of Transition Navigators Meeting, Friday, May 19, 2023, 10:00am – 12:00pm, Amador Adult Education
- CAERC Business Meeting, Wednesday, June 7, 2023, 1:00pm – 2:00pm, SCOE, Room A
- CAERC Working Meeting, Wednesday, June 7, 2023, 2:00pm – 3:00pm, SCOE, Room A

➤ **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 Tanya Praest and seconded by David Rodriguez, the May 3, 2023, consortium meeting adjourned at 2:07 p.m. (12 in favor, 0 against).