



Meeting Minutes June 5, 2024

➤ **Members:**

Angela Rodriguez, Elk Grove USD
Christi Fee, Sacramento COE
Clifton Carley, Sacramento City USD
Grace Sauser, Davis Joint USD
Jackie White, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Jane Ross, Sacramento COE
Joe Schallberger, Galt Joint USD
Kiu Chuong, CAERC/Sacramento COE
Laurelle Mathison, Twin Rivers USD
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Richard Judge, San Juan USD
Rob Kinder, Davis Joint USD

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

The meeting started at 10:07 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Seven voting members were present at the time of roll call (Davis, Elk Grove, Galt, Los Rios, Sacramento City, Sacramento COE, and San Juan). Twin Rivers arrived after the roll call. Amador, El Dorado COE, and Folsom Cordova were unable to attend the meeting 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 from Sacramento COE were also present at the meeting.

➤ **Approval of June 5, 2024, Meeting Agenda**

- The agenda for the June 5, 2024, meeting was reviewed.
- On a motion by Richard Judge and seconded by Clifton Carley the June 5, 2024, agenda was approved (13 in favor, 0 against).

➤ **Approval of April 3, 2024, Meeting Minutes**

- Minutes from the April 3, 2024, consortium meeting were reviewed.
- On a motion by Richard Judge and seconded by Clifton Carley, the April 3, 2024, minutes were approved (13 in favor, 0 against).

- Approved April 3, 2024, minutes will be posted on the CAERC website at www.caerc.org.

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

- June 1, 2024 – 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
- June 30, 2024 – 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30, 2024 – End of Q4
- July 15, 2024 – Student Data due in TOPSPro (Q4) FINAL
- August 15, 2024 – Annual Plan for 2024-25 due in NOVA

➤ **Select Topics**

Projected COLA

- The original 24/25 COLA was supposed to be .76% but will be 1.07%. The 25/26 COLA will be 2.93% and the 26/27 COLA will be 3.08%. Once the governor has signed the budget, CAERC will update the numbers in NOVA and members will receive an email asking to approve those numbers.
- Fund J MOUs are in the works and will be emailed out soon. Once the governor signs off on the budget award letters will be sent out to members letting them know their exact amounts.

Reallocating Unspent CAERC Funds

- CAERC members decided that they wanted to do a one-time equal distribution of unallocated funds for those that opt in. Amador and Galt have decided to opt out of these one-time funds. \$38,200 will be going to the members that have opted in.

Galt – Capital Outlay Request

- Galt would like to introduce a woodworking class in the upcoming academic year. To accommodate the necessary equipment for these classes, they require upgrades to the electrical circuits where the class would be held. The estimated cost of these upgrades is approximately \$12,000.
- Grace Sauser asked if this will be a CTE program. Joe Schallberger responded that it would be a job readiness program as the teacher is not a certified CTE teacher. It will teach skills such as measuring, taping, and cutting.
- Clifton Carley asked if he would need to do a Capital Outlay Request for some programs Sacramento City is hoping to start up.
 - If the programs are written into the annual or three-year plan, then no, they would not. If they are not written into either plan and they're using CAEP funds on equipment or infrastructure of more than \$5,000, then yes, a Capital Outlay Request would be needed.

ELL Healthcare Grant

- The ELL Healthcare Grant was submitted Friday, May 31, 2024. Two members decided to continue with this grant – Elk Grove and San Juan. CAERC will let the members know what happens.
- If members are interested in participating in the next and final round of funds start thinking about what you would want to do now. The application does not have a lot of turnaround time.

- Round 1 funds were distributed in one lump sum, but round 2 funds will be distributed under a reimbursement model. Once a member sends in qualified expenses that is when they will be reimbursed. The kinks are still being worked out and more information will be shared once it's available.

Member and Partner News, Updates, and Challenges

- San Juan's school year ends today with graduation tonight. They had 30 more graduates than last year. A job fair was hosted 2 weeks ago and 280 people attended. Another job fair is being planned at Encina High School in November. The summer program starts July 1, 2024. Next year they will be adding a Spanish GED prep class.
- Davis held a combined graduation and awards ceremony last Wednesday. Student numbers are slowly building back up to where they were before the pandemic. They had 6 graduates, one just finishing on Monday. A 2019 graduate came back and read a poem inspired by her time at Davis Adult Education at the graduation ceremony. The next nursing assistant cohort starts in the next couple weeks.
- Elk Grove's graduation was last Thursday, and they had 102 graduates. They are not offering summer school this year, but CTE classes go into the summer. The jail program classes go through June 30, 2024. The jail program also finally got internet installed last week which will help with next year's classes.
- Sacramento City's graduation is June 21, 2024, and they will have 105 graduates. They are preparing for their COE and WASC visit in October. A nail technician program and Cisco program with an emphasis on cyber security are in the works. The current manufacturing teacher is retiring in August so a job posting will be going up soon. McClaskey is hosting a school dance this Saturday from 6:30pm to 9:30pm.
- Galt has a woodshop class in the works and is also looking for an EL teacher.
- Christi Fee is looking forward to working on the referral process to get their clients linked with adult education.
- Renee Collins shared that the 2024 Summit is currently being planned. It will be held at the Oakland Marriott and registration is open. The call for proposals will be open through the end of June.
- Twin Rivers had graduation yesterday. They had 78, and counting, graduates with 48 of them walking the stage. Four ESL students also graduated with their diploma. They had 2 student speakers and 1 teacher speaker. Summer school starts next week, and registration is closed and there is a wait list. There are some staffing changes going on next year with a few teachers leaving and new teachers coming on.
- Patricia Oliva shared the tentative CAERC meeting dates for next year.

➤ **Upcoming Meetings and Events**

- [CASAS Summer Institute](#), June 17-20, 2024 – Orange County
- [CAEP Summit](#), October 28-30, 2024 - Oakland
- [CAEP TAP Webinars](#)
 - [Overview: TOPSpro Enterprise](#), Thursday, April 25, 2024, 11:00am – 12:30pm

➤ **Upcoming CAERC Meetings**

- Director's Workgroup, Friday, April 12, 2024, 9:00am – 11:00am, SCOE, Board Room
- Managing CAEP Data in ASAP, Thursday, April 18, 2024, 10:00am – 3:00pm, SCOE, Mather Room

- CAERC Network of Transition Navigators Meeting, Friday, April 19, 2024, 9:30am – 11:30am, Sunrise Tech Center
- Budget and Director’s Workgroup, Friday, May 10, 2024, 9:00am – 11:00am, Cancelled
- CAERC Data & Accountability Meeting, Thursday, May 16, 2024, 1:00pm – 3:00pm, SCOE, Room C
- CAERC Network of Transition Navigators Meeting, Friday, May 17, 2024, 9:30am – 11:30am, SCOE, Room B

➤ **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 Grace Sauser and seconded by Richard Judge, the June 5, 2024, consortium meeting adjourned at 10:55 am. (11 in favor, 0 against)