



Meeting Minutes December 11, 2024

➤ **Members:**

Alicia Ramos, Galt Joint USD
Angela Rodriguez, Elk Grove USD
An Ta, Yolo COE
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
Diana Griffin, Amador County USD
Jackie White, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
Kiu Chuong, CAERC/Sacramento COE
Laura McCrary, Futures Explored
Laurelle Mathison, Twin Rivers USD
Dr. Marla Clayton Johnson, Sacramento City USD
Michelle O'Camb, SETA
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Rob Kinder, Davis Joint USD

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

The meeting started at 10:01 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Ten voting members were present at the time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Los Rios, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Galt arrived after the roll call. Natomas was 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 Futures Explored, SETA and Yolo COE were also present at the meeting.

➤ **Approval of December 11, 2024, Meeting Agenda**

- The agenda for the December 11, 2024, meeting was reviewed.

- On a motion by Clifton Carley and seconded by Angela Rodriguez the December 11, 2024, agenda was approved (14 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of October 9, 2024, Meeting Minutes**

- Minutes from the October 9, 2024, consortium meeting were reviewed.
- On a motion by Richard Judge and seconded by Carey Buchanan the October 9, 2024, minutes were approved (14 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]
- Approved October 9, 2024, minutes will be posted on the CAERC website at www.caerc.org.

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

- December 1, 2024 – July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and Certified by Consortium
- December 1, 2024 – 22/23, 23/24, and 24/25 Member Expense Report due in NOVA
- December 31, 2024 - 22/23, 23/24, and 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- December 31, 2024 – End of Q2
- January 31, 2025 – Student Data due in TOPSPro (Q2)
- January 31, 2025 – Employment and Earnings Follow-up Survey

➤ **Select Topics**

Three-Year Plan

- The planning process presents an opportunity to evaluate the current status of adult education and workforce services, which can promote stronger collaboration among agencies and deeper connections to students and communities. Data collection has been completed for the last three years. Dr. Oliva will send out the member effectiveness survey again today for members that have not been able to complete it. The next step is to analyze the data and that will begin at January's director's workgroup meeting.

Dual Enrollment

- There are 10 potential students for the next semester starting in January. Four students are currently enrolled in classes and Becca Trumbly is working with the other six students on getting them enrolled. The outreach staff at Sacramento City College have been very helpful in offering tours, financial aid workshops, and information about college. There is still time to enroll, please check with your transition navigators to see if you have students that are ready to start.

Course Approvals

- The State Superintendent of Public Instruction is required to establish procedures for K–12 and County Office of Education adult schools to secure course and program approval (California Education Code Section 52506). This is done on an annual basis. This system is available within the California Adult Education Online Application and Reporting Site at <https://caadultedreporting.org/>.
- Agencies are not required to submit course outlines when requesting course approval in the Course Approval System, but they must have current outlines on file and available

during Federal Program Monitoring (FPM). California school districts providing adult education must have their course outlines approved by their local boards.

- Course outlines should include the following elements: goals and purpose of the course; performance objectives or competencies; instructional strategies; units of study with approximate hours allotted for each unit; evaluation procedures.
- Carey Buchanan asked if they need board approval for their courses. The answer is yes, they do.
- Richard Judge asked if the timeframe for this is still in the fall? The answer is no, it will be sometime in the Spring. Renee Collins also added that as courses are added throughout the year, you should also be modifying your course approvals. Clifton Carley confirmed that everything must be approved by the board before being added/updated.
- There is a guide on the OAR website that lists what needs to be included in the course outline. There is also new Ed Code for job market studies in case anyone is planning on starting a CTE program or pathway.
- The course approvals PowerPoint shared and discussed during the meeting can be found here: [Course Approvals PPT.pptx](#)

Member and Partner News, Updates, and Challenges

- Carla Slowiczek shared that consortium fact sheets are almost complete. Once they're finalized, they will be shared out with members. CAERC has been monitoring engagement with the new posters we debuted this year and they've had a lot of engagement! Trades & Workforce Prep and Medical Careers have received the most attention. Richard Judge and San Juan AE were working with a local employer to host a barbering/cosmetology apprenticeship, but Richard had to back out. If there's another LEA that would be interested in working with this small business, please contact Carla Slowiczek.
 - Jackie White asked if this is something that could be a collaborative effort since it is expensive and a large investment of time. It sounds like a lot of people are interested in the program so how do we meet the need.
 - Carey Buchanan asked what the requirements would be and if it's a full cosmetology program.
 - Carla responded that it would be 1000 hours, creating a 600-hour program for hair stylists, on the job training, and related supplemental instruction. Richard thought the employer's max capacity was 20 students for a cohort and it would take 2 years.
 - Angela Rodriguez had a local barber reach out to her over the summer asking if Elk Grove would be an LEA for his apprenticeship program. She's been going through the process with him and it is a lot of work for anyone who may be considering it.
 - Jackie shared that there's a team at ARC that could be a valuable resource. They've done some amazing things around apprenticeship.
 - Dr. Marla Clayton Johnson asked what the credentialing situation looks like.
 - For apprenticeship, that would be outside of CAEP, and the employer is providing beyond the job training. If it's pre-apprenticeship it would require a credential. At Los Rios they do not require a credential.
- Jackie White shared that SCOE will be starting a credentialing program in the spring.
- Angela Rodriguez proposed a couple capital outlay projects for Elk Grove. They've been doing a lot of construction and improvements at their Gerber campus. Some of these improvements include adding more electrical, data, and wifi points for approximately

\$40,000. They would like this to be co-funded between CalWORKs and CAEP funds. The CAEP portion comes out to \$20,311. The second project would be to replace the carpet. The carpet is very old, coming up from the floor, and very dirty looking. This would include carpeting for all classrooms and the administration wing. Unfortunately, an asbestos study shows asbestos, and abatement needs to happen. The total for this would be \$230,000 and she is working with her budget department to see how she can co-fund that with CAEP monies.

- Kiu Chuong asked if EGACE is paying rent for those classrooms. EGACE is not, they've been given by EGUSD as in-kind, and they are improving them with their own funds. She also asked if the district is helping fund any part of the project. The district is not helping fund this part of the project, but they did just pay for new ADA bathrooms, added walls to make new classrooms, and redid the staff kitchen. Adult ed has been in the facility since 1995.

➤ **Upcoming Meetings and Events**

- [CAEAA Conference](#) - February 6-7, 2025, Sacramento
- [TDLS](#) - March 7-8, 2025, Long Beach
- [COABE](#) - March 30-April 2, 2025, Dallas, TX
- [CAEP TAP Webinars](#)

➤ **Upcoming CAERC Meetings**

- Budget and Director's Workgroup, Friday, December 13, 2024, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, December 19, 2024, 1:00pm – 3:00pm, Online
- CANCELLED - CAERC Network of Transition Navigators Meeting, Friday, December 20, 2024, 9:30am – 11:30am, Elk Grove Adult and Community Education
- Director's Workgroup, Friday, January 10, 2025, 9:00am – 11:00am, SCOE, Room B
- CAERC Network of Transition Navigators Meeting, Friday, January 17, 2025, 9:30am – 11:30am, SCOE, Room B
- CAERC Data & Accountability Meeting, Friday, January 17, 2025, 1:00pm – 3:00pm, 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 Rhonda Balmain and seconded by Richard Judge, the December 11, 2024, consortium meeting adjourned at 11:01 am. (12 in favor, 0 against)