



## Meeting Minutes April 2, 2025

➤ **Members:**

Alicia Ramos, Galt Joint UHSD  
Angela Rodriguez, Elk Grove USD  
An Ta, Yolo COE  
Carly Moorman, Alta CA Regional Center  
Clifton Carley, Sacramento City USD  
Diana Griffin, Amador County USD  
Donald Hill, El Dorado COE  
Dr. Jamey Nye, Los Rios CCD  
Joe Schallberger, Galt Joint UHSD  
Laura McCrary, Futures Explored  
Laurelle Mathison, Twin Rivers USD  
Dr. Marla Clayton Johnson, Sacramento City USD  
Patricia Black, CAERC/Sacramento COE  
Patricia Oliva, CAERC/Sacramento COE  
Rhonda Balmain, Folsom Cordova USD  
Richard Judge, San Juan 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. Eight voting members were present at the time of roll call (Amador, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, San Juan, and Twin Rivers). Davis, El Dorado COE, Natomas, and Sacramento COE 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 Futures Explored, Alta CA Regional Center, and Yolo COE were also present at the meeting.

➤ **Approval of April 2, 2025, Meeting Agenda**

- The agenda for the April 2, 2025, meeting was reviewed.
- On a motion by Rhonda Balmain and seconded by Angela Rodriguez the April 2, 2025, agenda was approved (15 in favor, 0 against). [Davis, El Dorado COE, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of February 5, 2025, Meeting Minutes**

- Minutes from the February 5, 2025, consortium meeting were reviewed.
- On a motion by Dr. Marla Clayton Johnson and seconded by Dr. Jamey Nye the February 5, 2025, minutes were approved (15 in favor, 0 against). [Davis, El Dorado COE, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved February 5, 2025, minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).

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

- April 30, 2025 – Student Data due in TOPSPro (Q3)
- April 30, 2025 – Employment and Earnings Follow-up Survey
- May 2, 2025 – CFAD for 2025-26 due in NOVA
- June 1, 2025 – 24/25 Member Expense Report due in NOVA (Q3)
- June 20, 2025 – CAEP Three-Year Plan Due
- June 30, 2025 – 24/25 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30, 2025 – End of Q4

➤ **Select Topics**

**Capital Outlay Request**

- Twin Rivers presented a capital outlay request to purchase a classroom set of iPads totaling \$27,500. The purpose of these iPads is to enhance language acquisition through interactive, personalized, and engaging learning experiences. Students can practice pronunciation using apps like ELSA Speak and record themselves speaking with Flipgrid. Students can progress at their own speed with adaptive learning platforms. iPads can also provide access to government resources, citizenship practice tests, and financial literacy tools.
  - Richard Judge asked if their technology department supports these electronics? Yes – they support iPhones and iPads, but not MacBook's.
- Dr. Nye confirmed with Laurelle that Twin Rivers has an internal process and that they've already received approval. He also confirmed that the other members are going through their district's processes first before coming to the CAERC group for approval or concerns.
- Sacramento City presented a capital outlay request to use CAEP funds for the purpose of upgrading and enhancing their building that houses their nursing program. This project will address issues such as rust through power washing, sanding, and applying a fresh coat of paint. Handrails may also be replaced if determined to be a safety concern for the students and staff. The total cost of this project is around \$30,000.
  - Richard Judge asked if Sacramento City USD would cover this cost? No – Sacramento City USD says they are not responsible for this cost as the adult school does not support K-12.
- If members have a capital outlay request, please send the information over to Kiu Chuong and Patricia Oliva so it can be added to the agenda. Also include quotes with your request so we have them on file. This information gets sent to the CAEP office for approval. This process should be done for items over \$5,000 or for multiple items that total more than \$5,000.

### **Consortium Fiscal Administration Declaration (CFAD)**

- The COLA is projected to be 2.43% and we anticipate receiving \$14,890,060. These are both projected and contingent on the governor's budget approval. Members will receive no less than their allocation from the previous year, plus the COLA. After distributing the members' shares, covering CAERC's program costs, and funding regional strategies, approximately \$370,000 remains in one-time unallocated funds. Members will collaborate to determine how these funds will be allocated for the next year. Members will have the option to opt-in or opt-out of the one-time unallocated funds.

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

- Rhonda Balmain asked if all the professional development funds for members have been spent.
  - No – and if there are any remaining funds at the end of the year, they will go back to the reallocation pot.
- Richard Judge and Rhonda Balmain questioned whether members could use the PD funds to pay for administrators, once teachers and support staff have been exhausted. The rule the group had come up with previously was that these funds were not to be used for administrators. Joe Schallberger thinks the money should go back to the pot to be reallocated. Since some members are absent, Patricia Oliva will email the members to get a consensus on whether they want to be able to use the money to pay for their admin to attend PD or if they'd rather have it go back to the pot.
- An Ta asked if it's a practice that Los Rios doesn't receive CAEP funds and if this practice also applied to other districts/consortiums.
  - CAEP funds need to be used for non-credit and at the time this was established Los Rios did not offer non-credit. Dr. Nye doesn't think this is a practice as other consortia have community colleges that do receive funds. Los Rios may have an interest in the future to offer non-credit, but he doesn't know that that would result in a budget request.
- Futures Explored is participating in the DisCo (CA Disability Community Advocacy Conference) at the capital today.
- Yolo COE is one step closer to turning their social work and human services into pre-apprenticeship. They're applying for the CA Opportunity Youth Apprenticeship (ages 16-24). They are also working with Capitol Impact for another grant.
- San Juan closed registration a week and a half ago and have started planning for summer school. A MOU is being finalized for the adult ed credential program through Santa Clara COE. Another MOU is being worked on with Cal Regional to offer phlebotomy at Sunrise Tech Center next year. Their reduction of graduation credits, from 220 to 130, has been approved.
- Amador has an instructional aide class starting next week. Workforce classes will be starting at the end of April. They are in the middle of planning their graduation which will be just adult education students this year. They are also working with the district for a K-16 grant to contract with a company to offer phlebotomy and medical assistant classes next year.
- Galt's classes are steady, and they've closed ESL enrollments for the year. Alicia Ramos asked the group if anyone had any ideas on how to keep track of students that have dropped besides excel?
  - ASAP and Google sheets were recommended.

- Elk Grove presented at their board meeting last night for adult education week. They are gathering a group of students and teachers for legislative day. They are also focused on getting through the rest of the year with graduations. The jail program is completely staffed and enrollment for CTE is high.
- McClaskey is doing well for Sacramento City. They are gearing up for their yearly plant sale on April 25<sup>th</sup> and have transition 5-6 students into a new classroom. New clients and referrals are coming in every day. CAJ has received their results from their COE accreditation, and they resolved 223 of their 271 non-compliant findings. They have new programs starting in the fall including para-educator. Their high school diploma program was approved for 160 credits beginning August 18, 2025. A new academic program structure is in the works.
- Folsom Cordova stopped accepting registrations yesterday. Their classes have remained relatively full. They had a really hard time getting on Cal Regional's ETLTP list. Cal Regional wants them to pilot a new program called Grad Tracker.
- EDCOE's WASC visit went very well and they are hoping to receive the official letter in May. They have a new externship program with Marshall Medical and will be able to accommodate each cohort. They filled their vacant teacher position at the South Lake Tahoe jail.
- Twin Rivers just went through interviews and filled a vacant position. They are also gearing up for graduation.
- The Alta CA Regional Center's office has moved from Natomas to the Arden area.

➤ **Upcoming Meetings and Events**

- [CCAE State](#) – May 1-3, 2025, Fresno
- [CASAS Summer Institute](#) – June 9-12, 2025, Orange County
- [CAEP TAP Webinars](#)
  - ✓ [Overview: TOPSpro Enterprise \(TE\)](#), April 10, 2025, 11:00am – 12:30pm
  - ✓ [CAEP Data Integrity Report Training](#), April 10, 2025, 1:00pm – 2:00pm

➤ **Upcoming CAERC Meetings**

- Director's Workgroup, Friday, April 11, 2025, 9:00am – 11:00am, SCOE, Room B
- CANCELLED - CAERC Data & Accountability Meeting, Thursday, April 17, 2025, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, April 18, 2025, 9:30am – 11:30am, Online
- CAERC Network of Transition Navigators Meeting, Thursday, May 15, 2025, 9:30am – 11:30am, SCOE, Room B
- CAERC Data & Accountability Meeting, Thursday, May 15, 2025, 1:00pm – 3:00pm, SCOE, Room B
- Director's Workgroup, Friday, May 16, 2025, 9:00am – 11:00am, 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 Angela Rodriguez and seconded by Clifton Carley, the April 2, 2025, consortium meeting adjourned at 11:06 am. (11 in favor, 0 against)