



Meeting Minutes

June 4, 2025

➤ **Members:**

Angela Rodriguez, Elk Grove USD
An Ta, Yolo COE
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
David Rodriguez, Natomas USD
Jackie White, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
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
Rob Kinder, Davis Joint USD

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

The meeting started at 10:02 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at the time of roll call (Davis, El Dorado COE, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, San Juan, and Twin Rivers). Amador 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 Yolo COE were also present at the meeting.

➤ **Approval of June 4, 2025, Meeting Agenda**

- The agenda for the June 4, 2025, meeting was reviewed.
- On a motion by Carey Buchanan and seconded by Dr. Jamey Nye the June 4, 2025, agenda was approved (14 in favor, 0 against). [Amador and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

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

- Minutes from the April 2, 2025, consortium meeting were reviewed.

- On a motion by Dr. Jamey Nye and seconded by Carey Buchanan the April 2, 2025, minutes were approved (14 in favor, 0 against). [Amador and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved April 2, 2025, minutes will be posted on the CAERC website at www.caerc.org.

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

- 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
- July 15, 2025 – Student Data due in TOPSPro (Q4) FINAL
- August 15, 2025 – Annual Plan for 2025-26 due in NOVA

➤ **Select Topics**

Capital Outlay Request

- Galt is in need of a new copier as they've had their current one for a long time. The new copier, Sharp Elite 2024, is a smaller model than their current model and will cost \$10,295.
 - Rob Kinder suggested checking out leasing a printer as it might be more cost-effective.
 - Richard Judge asked if the copier includes maintenance.
 - Yes, but it does have a monthly cost.
 - Dr. Nye asked if Galt is required to get 3 bids.
 - No, they are only required to get 2.

One-Time Unallocated Funds

- Based on a survey sent out to members, CAERC will be dividing the one-time unallocated funds equally between members that opt-in. Three members have decided to opt-out: Davis, Galt, and Twin Rivers. These one-time funds will be around \$30,000.

CAEP 2025-28 Three-Year Plan

- Thank you to all members for their comments and notes regarding the 3-year plan. An email from NOVA was sent out yesterday for members to approve the 3-year plan. Members need to approve the plan before June 20th.

Member and Partner News, Updates, and Challenges

- Patricia Oliva shared that with this year's MOU we will need a copy of each member's insurance to be kept on file with CAERC. The insurance copy can be sent to Patricia Black.
- Patricia Oliva and Carla Slowiczek met with a committee yesterday regarding an information fair for Highland's students. This included some of our members and Placer School for Adults. The goal was to coordinate an adult education resource fair for students displaced by Highlands. There will be 2 resource fairs held from 10am to 2:00pm. The first will be on July 8th at the Los Rios Ethan Way Center, and the second will be on August 12th at Elk Grove Adult and Community Education. DHA and SETA will also be invited.

- Twin Rivers and EDCOE have a conflict with those dates. Carey Buchanan asked if these dates were run by all members.
 - At the last director's meeting it was asked who wanted to be part of the committee and these dates were decided by the committee. If there's enough demand, another session could possibly be scheduled.
- DHA has reached out with concerns that there isn't enough space for the displaced Highlands students in adult schools throughout the region. They wanted to know the current wait list numbers for our schools, but unfortunately, we don't have that information at this time.
- Richard Judge asked if DHA knows what they're going to do for their summer study hours.
 - No, they do not. Angela Rodriguez mentioned that she talked to someone at DHA yesterday and there are other things students can do over the summer for those hours.
- Carey Buchanan and Rhonda Balmain expressed some concerns regarding the level that these Highlands students may be at and what their expectations may be. Rhonda suggested looking at and revamping each school's orientation to cover their policies and student expectations. Patricia Oliva suggested that all members share their policies and try to align their policies with other members, so everyone is on the same page.
- Davis had their graduation last night. They were only able to do 1 CNA cohort last summer, but all 26 students were offered jobs. They're hoping to have an ongoing cohort.
- Folsom Cordova reports that everything is going well for them. There is a community school director meeting tomorrow regarding funding for off-site classes to help displaced Highlands's students. They are hoping to restart their welding program as they have a teacher that is interested. Rhonda Balmain is retiring, and the new principal will be Suzanne Borth.
- EDCOE's adult ed program finally received WASC accreditation. They have 13 potential medical assistants starting a new cohort tomorrow. They are also fully staffed.
- Twin Rivers graduation is tomorrow. They just submitted their WASC progress report and are hoping to start with a full staff next year.
- Natomas had a good graduation send-off. They are looking ahead to next year as they have a couple of teachers leaving. Their culinary program is up and running and has students set up for next year. The bus driving classes have been successful and will continue next year.
- Sacramento City's CAJ has 4 programs starting soon: phlebotomy, electrician, construction and para-educator. Their graduation will be on June 18th. They currently have 150 new students on their ESL waitlist for August 7th intake. McClaskey is going well and they're getting a lot of new referrals. Their aides will have training over the summer.
- San Juan's graduation is next Wednesday and even though enrollment is up they have less graduates this year. Summer school is completely full. They are looking to add 2.6 teachers to their master schedule, which equates to about 78 hours of instruction per week. They currently have 650 new ESL students and 110 HSD/GED students wanting to enroll in classes. They are close to an agreement with CALRegional for pharmacy technician and phlebotomy classes.
- Galt finished their semester a couple weeks ago. High school diploma numbers were down, but they did have 8 or 9 student's graduate. They'll be making minor tweaks for next year.

- Yolo COE's recognition night is tonight. They are in the process of switching from ASAP to myOneFlow to accommodate apprenticeship modules. An Ta will be attending CASAS Summer Institute next week. On June 13th, they are hosting an informational breakfast regarding apprenticeships.
- Elk Grove finished their school year last week and had graduation on May 22nd. They had 144 graduates. 33 corrections students passed their GED. The job center is still open, but they had to cap their orientation to 30 students due to ongoing construction around campus. They've added a remote ESL option for each level to try and reach as many people as possible. They plan to open a few more elementary school sites to help with displaced students.
- Los Rios enrollment is booming. They are well over pre-pandemic numbers. They've hired about 100 full-time faculty members and 75 new positions. They're watching both the federal and state budgets for changes that may impact their students and classes.
- Jackie White shared that SCOE is also watching the federal and state budgets carefully. If there are cuts to Medicaid that can affect our students with disabilities, which can have a trickle-down effect on adult ed and other support services.
- Angela Rodriguez shared that Job Corps is closing and that she believes it will have an impact on high school diploma and high school equivalency classes. She's had a few teachers contact Elk Grove regarding any open teaching positions.

➤ **Upcoming Meetings and Events**

- [CASAS Summer Institute](#) – June 9-12, 2025, Orange County
- [CAEP TAP Webinars](#)
 - ✓ [CAEP End-of-Year Data Submission Guidelines](#), June 24, 2025, 11:00am-12:00pm

➤ **Upcoming CAERC Meetings**

- August Business Meeting – Wednesday, August 6, 2025, 10:00am-11:00am – SCOE, Room B
- August Working Meeting – Wednesday, August 6, 2025, 11:00am-12:30pm – SCOE, Room B
- Director's Workgroup - Friday, August 15, 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 David Rodriguez and seconded by Richard Judge the June 4, 2025, the consortium meeting adjourned at 10:57am. (13 in favor, 0 against)