



Meeting Minutes January 5, 2022

➤ **Members & Partners Present:**

Angela Rodriguez, San Juan USD
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Kiu Chuong, CAERC/Sacramento COE
Matthew Strinden, San Juan USD
Max Villalva, Sacramento Food Bank
Michael Gillespie, El Dorado COE
Michelle McIntosh, SCOE
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Robert Lemmon, Galt Joint UHSD
Shirley Skadan-Smith, Alta CA Regional Center
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

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

The meeting started at 1:02 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at time of roll call (Davis, El Dorado COE, Folsom Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Elk Grove and Washington arrived after the roll call and Amador 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 Food Bank, Sacramento Public Library, SCOE, SETA, and Valley Vision were also present for the meeting.

- **Approval of January 5, 2022 Meeting Agenda**
 - The agenda for the January 5, 2022 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by David Rodriguez the January 5, 2022 agenda was approved (12 in favor, 0 against). [Amador submitted their vote electronically in favor of approving the agenda.]

- **Approval of December 1, 2021 Meeting Minutes**
 - Minutes from the December 1, 2021 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Richard Judge, the December 1, 2021 minutes were approved (12 in favor, 0 against). [Amador submitted their vote electronically in favor of approving the agenda.]
 - Approved December 1, 2021 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - January 31, 2022 – Student Data due in TOPSPro (Q2)
 - February 28, 2022 – Preliminary Allocations for 2022-23 and 2023-24 released by this date
 - March 1, 2022 – Member Expense Report due in NOVA (This is the state deadline.)
 - The CAERC deadline to turn this report in is January 28, 2022. This allows CAERC enough time to reallocate funds if needed.
 - March 31, 2022 – 19/20, 20/21-, and 21/22-Member Expense Report certified by Consortia in NOVA
 - March 31, 2022 – End of Q3

- **Select Topics**
 - Member News, Updates, and Questions**
 - The CAERC member deadline for the Q2 expense report is January 28, 2022. If any member needs assistance, please reach out to CAERC staff. If members know that they will have funds to return, please reach out to Kiu Chuong before the January 28th deadline.
 - The December apportionment should be going out to members by the end of next week. Once that check is received members should have received half of their apportionment for the year. If any member finds that they are missing a check, please reach out to CAERC staff.
 - EDCOE is starting a new in-person ESL class at the end of January. It will be a 2-night a week class. Testing and registration starts January 17, 2022.
 - Charles A. Jones will be starting a new manufacturing cohort at the end of January.
 - Center Adult Education closed at the end of December. David French will be working with Kiu Chuong to close their books and return their unspent allocation. Twin Rivers has had 76 students register for classes since Center closed. Any member that needs help with receiving Center's students, please reach out to CAERC staff for assistance.
 - COVID-19**
 - San Juan had to delay bringing back a couple in-person classes due to the Omicron COVID variant. They've also had to shuffle around some classes and teachers for various reasons.

- Sacramento City's ESL and ABE classes are currently being delivered remotely for the remainder of January. Teachers are currently not teaching from campus. Their CTE students must get tested before going out on their externships.
- EDCOE is continuing with in-person classes, and they have testing protocols in place for teachers if needed, but not for students at the moment.
- Galt is still on winter break for this week and they hope that will help with any possible cases. They are offering testing through their district. SCOE is also supposed to be delivering at-home tests that they will be able to offer to their students.
- Elk Grove follows the counties safety protocols. Most of their classes are online and a few of them are hybrid. They plan to continue with those in-person classes. They were also able to hire a couple ESL teachers over the break and plan to open up registration soon. Students are not required to be tested before coming to class.
- Washington has a community testing center at their district office which is across the street from the adult school. Staff and students have both been able to test if needed. They have also received their at-home tests but have not distributed them to their adult education students. Tests have been distributed to the K-12 students. A student can show the at-home test as proof of having COVID but cannot use the at-home test in order to come back to school.
- Dr. Herota shared a website with the most current information for testing in Sacramento County. To find this information please click here: https://www.saccounty.gov/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx
- Davis received at-home tests from their district for their adult education students.
- Twin Rivers is still holding in-person classes. They've also received their allotment of at-home tests to be distributed to K-12 students. They do have a couple testing places nearby that their adult education students can utilize. Any unvaccinated employees are being tested weekly at one of the sites. Vaccinated employees have 2 different options within the district if they choose to get tested.
- Natomas is still holding in-person, online, and hybrid classes. Within their district they have a testing center for their students.

CAERC Regional Strategy 5: Increase K-12 Adult Education to Workforce and Postsecondary Transition with Student Outreach Services, CAERC Network of Transition Navigators

- All CAERC members have received \$35,000 to have a designated person to attend the monthly meetings and work with us on this effort. The purpose is to build capacity within the region, to understand all our options, and to share that information with our teachers, students, and staff. To check the attendance of your assigned person, please visit the [CAERC Attendance and Annual Plan General Assurances document](#).
- ARC presented at the last transition navigator meeting. Josef Preciado talked about the project he's leading on sustaining pathways and how we can collaborate with them. Olga Prizhbilov shared information on the pathways that they've identified that support the efforts of helping their refugees. Jose Escalante shared the services they provide for students that are interested in enrolling. Students can make a 1-on-1 appointment online through zoom.
- The next Network of Transition Navigators meeting is on Friday, January 21, 2022 at 10:00 a.m.
- In our 3-year plan CAERC proposed a transition navigator position that got put on hold due to COVID. The intent was to have this person be a liaison between adult education

and the community colleges. CAERC staff would like to know if this is something that the members want to continue to pursue in the upcoming months and year.

- Dr. Gilmore thinks we need to look at the population we serve. In a lot of communities there is a lot of transition to community college from adult education. The programs that are offered through Sacramento City are not conducive to that. They have a lot of people on welfare who are just trying to learn skills to get a job. Even though it's mentioned to them that they have a better chance of moving up in a company with higher education, their main concern is getting off welfare and making a living for their family and not higher education. Transitioning to higher education doesn't apply to the population that they are serving.
- Angela Rodriguez asked for clarification regarding the definition of transition. From the [California Community Colleges Chancellor's Office \(CCCCO\)](#) the definition of transition refers to specific outcomes defined as important indicators of student progress or as elements of student journey. This includes transitioning from ESL/ABE to ASE and ESL/ABE/ASE students who transition to postsecondary or CTE.
- Angela Rodriguez asked the group who fulfills the role of transition navigator at their site(s). Davis's student success coordinator, among other things, fills the role of transition navigator for their site. In the past they have had their advisor fill the role. Twin Rivers has their academic intervention specialist and academic career advisor filling the role for their school. Natomas is small and they struggle with sending someone to the meetings. Folsom Cordova has 2 teachers that act as their transition specialist. Rhonda Balmain suggested coming up with a job description for this position that all members could use in the future.

➤ **Upcoming Meetings and Events**

- [CAEAA Conference](#), February 3, 2022, Virtual Event
- [OTAN's TDLS](#), March 2-4, 2022, Virtual Event
- [COABE Conference](#), April 11-13, 2022, Seattle, WA
- [CCA State Conference](#), May 5-7, 2022, Hollywood, CA
- [CASAS Summer Institute](#), June 14-16, 2022, San Diego, CA
- [CAEP TAP Webinars](#):
 - ✓ CAEP 2022-25 Three-Year Plan January Peer Learning Circle, January 21, 2022, 12:00pm – 1:30pm
 - ✓ CAEP Peer Learning Circle for Adult Ed Practitioners in Rural Environments, January 27, 2022, 12:00pm – 1:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Marketing & Outreach #2, Friday, January 14, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, January 14, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, January 20, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, January 21, 2022, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, February 2, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, February 2, 2022, 2:00pm – 3:30pm, Online
- CAERC Budget Meeting #3, Friday, February 4, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, February 4, 2022, 2:30pm – 4:00pm, Online

- CAERC Data & Accountability Workgroup Meeting, Thursday, February 17, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, February 18, 2022, 10:00am – 12:00pm, Online

➤ **Other Items for Discussion or Distribution**

- There were not items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Richard Judge, the January 5, 2022 consortium meeting adjourned at 2:00 p.m. (8 in favor, 0 against).