



Meeting Minutes January 6, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Brenda Avalos, Galt Joint UHSD
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Rodriguez, Natomas USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Karen Shores, Yolo COE
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/SCOE
Max Villalva, Sacramento Food Bank
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Shelley Tompkins, Center Joint USD
Shirley Skadan-Smith, Alta CA Regional Center
Stephanie Groat, Washington USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:03 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Twin Rivers, Sacramento City, Sacramento COE, San Juan, and Washington). This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library, SETA, Sacramento Food Bank, Valley Vision, and Yolo COE were also present for the meeting.

➤ **Approval of January 6, 2021 Meeting Agenda**

- The agenda for the January 6, 2021 meeting was reviewed.
- On a motion by David Rodriguez and seconded by Gary Sutherland, the January 6, 2021 agenda was approved (17 in favor, 0 against).

➤ **Approval of December 2, 2020 Meeting Minutes**

- Minutes from the December 2, 2020 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the December 2, 2020 minutes were approved (17 in favor, 0 against).
- Approved December 2, 2020 minutes will be posted on the CAERC website at www.caerc.org

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

- December 31, 2020 – 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- January 31, 2021 – Student Data due in TOPSPro (Q2)
- February 28, 2021 – Preliminary Allocations for 2021-22 and 2022-23 released by this date.
 - ED Code section 84909 states that the chancellor and the Superintendent, with the advice of the executive director of the state board of education, shall approve, no later than February 28 of the prior fiscal year, a preliminary allocation to each consortium of funds proposed in the Governor’s Budget for the program. The January budget proposal will be available by January 10, 2021.
- February 1, 2021 – 19/20 and 20/21 Member Expense Report due to CAERC (Q2)
 - This deadline is specific to CAERC due to the local policy to spend each fund in 18 months. The state deadline is listed below. We need this information sooner so that if there are any funds returned to the consortium from members, there is time to establish which members are opting-in for redistribution and to calculate how much is being distributed to each.
- March 1, 2021 - 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- March 1, 2021 – Close out of 18/19 Member Funds due in NOVA
 - This is a reminder that as the members submit their Q2 report, they will be prompted to certify that 18/19-Fund D funds were spent entirely.
- March 31, 2021 – 19/20 and 20/21 Member Expense Report Certified by Consortia in NOVA (Q2)
- March 31, 2021 – End of Q3

➤ **Select Topics**

Fact Sheets: Galt Joint Union HSD Adult Education and Natomas USD Adult Education

- Galt Adult School was excited to have 12 graduates in 2019-20 since they had expected that number to be lower due to COVID. Their enrollment numbers have stayed consistent the last few years. They have seen an increased number of GED students compared to high school diploma students and they are not certain why that

- is. 62% of Galt's students are non-native English speakers and of those 93% Spanish is their primary language. Galt Adult School is fully funded through the California Adult Education Program.
- Galt Adult Education will remain 100% distance learning for the remainder of the school year.
 - If any members are doing digital literacy, please let Galt know. They have sent referrals over to Amador, but they have more inquiries coming in and would love to pass them on.
 - Natomas Adult Education is one of the smaller groups in the consortium. The 30-50 age group is 20% of their students and David Rodriguez would like to get that number up. He is looking at different ways to do outreach for that age group if any of our members have suggestions. The top language spoken by students is Spanish at 60%. They have more female students (68%) compared to male students (32%).
 - Natomas is looking into more short term CTE education. Last year they offered an Instructional Assistant class and bus driving class. Last year they had 16 graduates which is about average for them. They are on track to meet or exceed that same number this year.
 - David thanked CAERC for showcasing a Natomas Adult Education student in a video posted to social media. They have received many positive comments about it.

Updates from Members and Partners

- Dr. Herota shared a variety of updates regarding SCOE and Sacramento County as a whole. SCOE has worked very closely with the Sacramento Public Health Department and continues to receive support in many areas including increased testing and expansion of testing sites. She also shared that Governor Newsom is working on a plan that includes having schools open for in-person instruction and COVID-19 testing for staff.
- Dr. Nye shared that Los Rios is almost 100% online still, but they do have 15 first responder programs that are happening in-person. They have a reopening team working with all the colleges to figure out the details of reopening classes and sites. They have a handful of classes that are impossible to operate online (welding, automotive, etc.) and they have a plan to operate a few courses in the second 8 weeks of the Spring if conditions improve. The summer semester will be mostly online, and they hope to re-open for in-person learning for the fall semester.

➤ **Upcoming Meetings and Events**

- CAEAA Conference, February 4, 2021, Virtual Event
- OTAN's TDLS, March 2-5, 2021, Virtual Event
- COABE Conference, March 21-24, 2021, Virtual Event
- CCAE State Conference, April 19-23, 2021, Virtual Event
- CASAS Summer Institute, Virtual Event, TBD, Usually mid-June

➤ **Upcoming CAERC Meetings**

- CAERC Data & Accountability Workgroup Meeting, Thursday, January 14, 2021, 1:00pm – 3:30pm, Online
- CAERC Marketing & Outreach Meeting, Friday, January 15, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, January 15, 2021, 2:30pm – 4:00pm, Online

- CALPRO Community of Practice: Success for All Learners through Equity, Friday, January 22, 2021, 12:00pm – 3:00pm, Online
- CAERC Business Meeting, Wednesday, February 3, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, February 3, 2021, 2:00pm – 3:30pm, Online
- CAERC Budget Workgroup Meeting, Friday, February 12, 2021, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, February 12, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, February 18, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, February 19, 2021, 10:00am – 2:00pm, 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 Sue Gilmore and seconded by Gary Sutherland, the January 6, 2021 consortium meeting adjourned at 2:00 p.m. (17 in favor, 0 against).