



Meeting Minutes

October 6, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Kelly Hunkins, Amador County USD
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
Torence Powell, Los Ros CCD

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

The meeting started at 1:04 pm. Patricia Oliva welcomed members and partners to the meeting. She also introduced Carla Slowiczek as the new CAERC Coordinator. Roll call of members was taken. Ten voting members were present at time of roll call (Amador, Elk Grove, Folsom-Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Davis arrived after the roll call and Center 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 Public Library, SETA, and Valley Vision were also present for the meeting.

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

- The agenda for the October 6, 2021 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Renee Collins*, the September 1, 2021 agenda was approved (12 in favor, 0 against). [Center submitted their vote electronically in favor of approving the agenda.] *Torence Powell of Los Rios expressed his approval of the agenda and Renee Collins seconded as an approved voting member.

➤ **Approval of September 1, 2021 Meeting Minutes**

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

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

- October 30, 2021 – 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- October 31, 2021 – Student data due in TOPSPro (Q1)
 - Please remember to submit your data to CAERC by e-mailing it to caercsubmit@scoe.net.
- October 31, 2021 – Employment and Earnings Follow-up Survey
- December 1, 2021 – July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- December 1, 2021 – 19/20, 20/21, 21/22 Member Expense Report due in NOVA (Q1)
- December 31, 2021 – 19/20, 20/21, 21/22 Member Expense Report certified by Consortia in NOVA (Q1)
- December 31, 2021 – End of Q2
- January 31, 2022 – Student Data due in TOPSPro (Q2)

➤ **Select Topics**

Infographic Program Flyers

- The infographic program flyers for academic career technical education have been updated and e-mailed to members. Please share these flyers with your staff. These flyers will also be posted on the Capital Adult Education website and social media accounts. Transition navigators have shared that these flyers have been very useful in transitioning students and finding classes that may not be offered at their agency for students.

Fact Sheets: Amador County USD Adult Education and Folsom Cordova USD Adult Education

- Amador had 110 students enrolled for the 2020-21 program year. 25% of those were non-native English speakers which denotes a drastic drop in their ESL program from the prior year. 96% of their students faced one or more employment barriers. The top native language spoken by students is Spanish with 86%. The biggest enrollment by program area was Basic Skills/Adult Secondary having 75% of their students. This was followed by English Language Acquisition (ELA) at 15% and Short-Term Career Education/Workforce Preparation at 10%. Kelly Hunkins mentioned that COVID showed us how great the digital divide is for many students. Amador is rebuilding their ELA and Career Education/Workforce Preparation classes this year.

- Amador was able to get their funding augmented by their district. 92% of their funds come from the California Adult Education Program and the other 8% comes from LCFF. They will be working on CalWORKs funding next. Kelly asked to have the number of vocational training certificates earned added to their fact sheet because they're trying to increase their Workforce Readiness options. In 2020-21 22 vocational training certificates and 11 high school diplomas were earned. They are currently in talks to restart their CNA program and starting up a new bus driver training program.
- Due to the COVID pandemic Folsom-Cordova saw a 50% drop in students enrolled. They had 563 students enrolled for the 2020-21 program year. All their classes were offered online and due to that they lost teachers and offered less classes than normal. Most of their students, 39%, are between the ages of 18 and 29. Enrollment by program area is almost evenly split between English Language Acquisition with 44% and Basic Skills/Adult Secondary with 50%. 6% of their students are enrolled in Short-Term Career Education. 58% of their students are non-native English speakers. 46 high school diplomas and equivalencies were earned in 2020-21.
- Rhonda Balmain seconded what Kelly said about the digital divide presenting itself during the last year. Folsom Cordova is implementing new ideas to help address it. Their class schedule this year offers in-person instruction, virtual instruction, hybrid instruction, and computer triage. Students who are borrowing Chrome Books from them can now go to a drop-in lab to get assistance with how to use it. CTE classes weren't offered last year, but this year their classes are full.
- Patricia Oliva is hoping to have all the data sheets completed by the end of November so there can be an in-depth discussion in December.

Los Rios-ARC Strengthening Community College Training Grant

- CAERC will be partnering with Los Rios-ARC in their Strengthening Community Colleges Training grant. The goal of this grant is to build capacity and strengthen workforce development systems to offer accelerated career pathways in Business Technology and Administrative positions in the public sector. Our role as a consortium is to assist with outreach, promotion, and recruitment of participants; to inform our CAERC members and partners of the development of this grant; and we are committing to be a part of their advisory committee. We will also provide information on student needs and barriers of the target population for their program. At this time, they are working out the curriculum for this project and we will keep everyone informed as they move forward with this.

CAERC AE Teacher Vacancies

- Many members are having problems with hiring teachers or maintaining their current staff. This results in fewer course offerings and lower enrollment rates. One of CAERC's priorities is to build and expand adult education offerings and one of our guiding principles is to collaborate, share space, clients, and resources to insure joint commitment to adult learners. To help address these vacancies a document was created to identify teacher openings. Through collaboration we can identify potential teachers to meet the needs of these students. This document can be found here:
https://docs.google.com/document/d/1PNx7V6U-vB_RsX8jIKqJIEndqcLPOzb9FeI7WiMi3pE/edit?usp=sharing.
- Rhonda Balmain, Angela Hatter, and Robert Lemmon think this is a great idea. Hiring goes through HR at Sacramento City, but this will be helpful to let potential candidates know what other agencies are hiring. Sacramento City is currently in need of classified staff. Carla Slowiczek will add a section for classified staff to the document.

Scheduling Site Visits

- Patricia Oliva and Carla Slowiczek will be scheduling informal site visits for each member. This will allow them to meet staff in person, take a tour, and chat about what they offer and any challenges they may be facing. To schedule a site visit via Calendly please visit: <https://calendly.com/caerc/sitevisit>. If you don't see a day or time that works for you, please reach out to Carla and she will find a time that works.

Member News, Updates, and Questions

- Dr. Herota shared COVID information released by the governor on Friday, October 1, 2021. All LEAs are currently putting COVID testing requirements in place for those employees that are not vaccinated. California is the first state in the nation to require vaccination for all students. This new requirement applies to public and private schools. It will not go into effect until the vaccinations are FDA approved. It will also not go into effect until January 1, 2022, or July 1, 2022, whichever comes first. This requirement will also apply to staff. This guidance document can be found here: https://scoenet.sharepoint.com/:b:/g/Departments/CAERC/EQHXYGY6RwNKpumJV6iRPAcBaSTgMfYgLRvGv_SPViD-FA
- Angela Hatter asked about the vaccination status of students at the adult level because Sacramento City currently doesn't ask for their status. A lot of their teachers have asked what they will be doing about the vaccination status of their adult students. Dr. Herota thinks that it will end up being a local decision at the district level unless the directive or legislation specifically includes adult education.
- Grace Sauser thinks it's interesting that adult education wasn't mentioned in the guidance. If it does become included in the legislation her concern is that the smaller agencies will not have enough staff to verify students' vaccination status. If this does come to pass a conversation will need to be had regarding capacity and how to handle it. Dr. Herota stated that the guidance does specify that the vaccination requirement is for students who are taking in-person classes. It does not apply if a student is on independent studies or meeting remotely with teachers. While this is for K-12 she thinks it would be the same for adult education if we're included. Grace wonders if this does apply to adult education if it means adult education agencies would be required to offer a remote option for their classes for students that are not able or willing to get vaccinated. Dr. Herota thinks it will end up being a local district decision and that it's not a bad idea to start those conversations with districts now.

➤ **Upcoming Meetings and Events**

- CCCAOE Fall Conference, Virtual Event, October 12-14 and 19-21, 2021
- CAEP TAP Summit, Virtual Event, October 26-28, 2021
- CATESOL State Conference, Virtual Event, October 29-30, 2021 and November 5-6, 2021
- ACSA Leadership Summit, November 4-6, 2021, San Francisco, CA

➤ **Upcoming CAERC Meetings**

- CAERC Reviewing Annual Plan, Friday, October 15, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, October 15, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, October 21, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, October 22, 2021, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, November 3, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, November 3, 2021, 2:00pm – 3:30pm, Online

- CAERC WIOA Network Meeting #1, Friday, November 12, 2021, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, November 12, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, November 18, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, November 19, 2021, 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 Kelly Hunkins, the October 6, 2021 consortium meeting adjourned at 2:03 p.m. (11 in favor, 0 against).