



## Meeting Minutes

November 3, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD  
Angela Rodriguez, San Juan USD  
Caitlin Blockus, Valley Vision  
Carey Buchanan, El Dorado COE  
Carla Slowiczek, CAERC/Sacramento COE  
Casandra Issaka, Sacramento Public Library  
David French, Center Joint USD  
David Rodriguez, Natomas USD  
Grace Sauser, Davis Joint USD  
Dr. Jamey Nye, Los Rios CCD  
Kelly Hunkins, Amador County USD  
Kiu Chuong, CAERC/Sacramento COE  
Matt Strinden, San Juan 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  
Rhonda Balmain, Folsom Cordova USD  
Robert Lemmon, Galt Joint UHSD  
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. Ten voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Los Rios, Natomas, Sacramento City, Sacramento COE, and Washington). Folsom Cordova, Galt, and Twin Rivers arrived after the roll call and San Juan 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 Sacramento Public Library, SCOE, SETA, and Valley Vision were also present for the meeting.

➤ **Approval of November 3, 2021 Meeting Agenda**

- The agenda for the November 3, 2021 meeting was reviewed.
  - On a motion by Sue Gilmore and seconded by Stephanie Groat the November 3, 2021 agenda was approved (14 in favor, 0 against). [San Juan submitted their vote electronically in favor of approving the agenda.]
- **Approval of October 6, 2021 Meeting Minutes**
- Minutes from the October 6, 2021 Consortium meeting were reviewed.
  - On a motion by Sue Gilmore and seconded by Kelly Hunkins, the October 6, 2021 minutes were approved (16 in favor, 0 against). [San Juan submitted their vote electronically in favor of approving the agenda.]
  - Approved October 6, 2021 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)
- **California Adult Education Program Updates and Deliverables**
- 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**
- SPL Adult Literacy – LSTA Grant Project**
- The Adult New Reader Collection is an LSTA grant at the Sacramento Public Library. The projects’ goal is to create 120 “adult new reader” books for Fry reading levels 1 and 2. The books will cover a variety of topics and have tutor/teaching tips in the back. They are requesting learner input for the books and are primarily using adult literacy tutors and staff from across the state to be the authors. CAERC is a community connection for the project.
  - The library needs help with getting learner feedback on the first 15 books that have been created. They are asking tutors and their students for their feedback, but it would be great if CAERC members could ask their lower-level students for their input. If feedback could be provided by mid-month it would be appreciated, but they would accept feedback by the end of the month as well. The next cycle will happen in late winter or early spring. PDFs of these stories are available to get learner feedback. There is a paper and online version of a survey with questions about the books and what topics would be of interest in the future. Students or staff can choose any of the stories and review however many they are able to.
  - Angela Hatter asked if the survey can be completed on a mobile device. The survey is hosted by Survey Monkey and Casandra thinks it should be ok, but she will investigate it. Angela also asked if the survey is for individual students to do or if the teacher will be doing it for the class. Right now, the survey is set up for individual use. If the survey is done on paper and a member doesn’t have the staff to input the results online, surveys can be sent to Casandra, and she will take care of it.
  - Casandra will e-mail her slides, the e-mail template, survey, and books to Carla Slowiczek and Carla will e-mail it out to members and teachers. You can also find these resources on the CAERC SharePoint in the [November Business Meeting folder](#).

## **CAEP Summit**

- The CAEP Summit was held October 26-28, 2021, and the theme was reimagining Adult Education. It was well attended with just under 1200 people registered. They had 13 exhibitors and sessions focused on data, marketing, equity, and transitions.
- Matt Strinden thought the marketing sessions were really good. They offered great ideas on how to use social media in different ways to help grab the public's attention.
- One of the quotes that stuck with Patricia Oliva was, "To educate adults equity must be at the core of system level strategies to identify and eliminate learner barriers" by Dr. Cayanna Good. This is important to consider while working on our 3-year plan.
- The sessions are still available on the [CAEP Summit platform](#) for members who might not have had the chance to attend. These recordings will be available through the end of the year.
- Angela Rodriguez shared one of the best sessions she attended was on doing interventions for students that had less than 12 hours of instruction. Carla Slowiczek stated that this ties into data literacy and understanding your data. Angela responded that there is a lot of equity issues that also tie into it when you're looking at building in support or intervention. It's about understanding your students and your population and figuring out why they would leave before 12 hours of instruction is complete. Grace Sauser mentioned one of the things that stuck with her from this session was the three R's – Retain, Reconnect, Re-enroll.

## **Three-Year Plan**

- We have completed our self-assessment. A big thank you to everyone for their input. We are currently gathering data to respond to the guiding questions provided by the CAEP 3-year plan guidance document. In December Patricia Oliva and Carla Slowiczek will be attending the CAEP 3-year Plan Mandatory Metrics webinar. If anyone else is interested in attending, you can sign up on [CAEP's website](#). This will help us set the mandatory metric targets. At the consortium level the targets are number of adults served and student barriers. At the member level the targets are percent of available funds spent and number of adults served that became participants.
- Also, in December Patricia and Carla will be reviewing the fact sheet data with the group at the Director's Workgroup meeting. The CAEP barriers and metrics will also be worked on. The goal for January is to work on the objectives, activities, and outcomes.

## **Member News, Updates, and Questions**

- Dr. Nye shared that he's been absent lately due to the vaccine mandate for staff and students at Los Rios. Staff and students needed to have their first shot by the October 1, 2021, deadline. If someone wasn't vaccinated with at least their first shot by October 1<sup>st</sup> they were no longer allowed on campus unless they had a medical or religious exemption. By December 1, 2021, students and staff must be fully vaccinated. If students are not fully vaccinated by December 1<sup>st</sup> they will face student discipline. If a staff member isn't fully vaccinated it will lead to termination.
- SCOE hosted a vaccination clinic today, November 3, 2021. There was another one set for November 4, 2021, but due to a lack of registrations it was cancelled. Dr. Herota shared that there is a concerted effort around the county and the state to continue to offer vaccination clinics. We should soon see vaccination clinics becoming more readily available at school sites. These clinics should offer both the regular vaccination and the booster shot.

- Patricia Oliva asked the group how the [teacher and classified vacancy sign up sheet](#) is working out for them and whether they have found it helpful or not. Rhonda Balmain has hired an ESL teacher based on a referral from the group. Angela Rodriguez has a lot of open positions at Elk Grove. Tanya Praest may be losing a teach at Twin Rivers, but because of their enrollment she doesn't think she'll need to replace him right away.
- Patricia Oliva thanked the members for opening their sites to her and Carla. So far, they've been able to visit Twin Rivers, Davis, and Washington and have more site visits on the calendar. [Click here](#) to sign up for your site visit if you haven't already.

➤ **Upcoming Meetings and Events**

- [ACSA Leadership Summit](#), November 4-6, 2021, San Francisco, CA
- [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 Three-Year Plan Mandatory Metrics, December 3, 2021, 12:00pm – 1:30pm
  - ✓ Three-Year Plan in NOVA, December 8, 2021, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Business Meeting, Wednesday, December 1, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, December 1, 2021, 2:00pm – 3:30pm, Online
- CAERC Budget Meeting #2, Friday, December 10, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, December 10, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, December 16, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, December 17, 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 David Rodriguez, the November 3, 2021 consortium meeting adjourned at 1:59 p.m. (15 in favor, 0 against).