



Capital Adult Education Regional Consortium

Meeting Minutes

March 3, 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 Rodriguez, Natomas USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Dr. Jay Berns, Washington USD
Karen Malkiewicz, Elk Grove USD
Karen Swan, Yolo COE
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/SCOE
Max Villaalva, Sacramento Food Bank
Michelle O'Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Noe Guerra, Washington USD
Patricia Black, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan 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 1:02 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Eleven voting members were present at time of roll call (Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, San Juan, Twin Rivers, and Washington). Amador and Sacramento COE arrived after the roll call. 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, Sacramento Food Bank, Valley Vision, and Yolo COE were also present for the meeting.

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

- The agenda for the March 3, 2021 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the March 3, 2021 agenda was approved (14 in favor, 0 against).

➤ **Approval of February 3, 2021 Meeting Minutes**

- Minutes from the February 3, 2021 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the February 3, 2021 minutes were approved (14 in favor, 0 against).
- Approved February 3, 2021 minutes will be posted on the CAERC website at www.caerc.org

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

- 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
- March 31, 2021 – 19/20 and 20/21 Member Expense Report Certified by Consortia in NOVA (Q2)
- March 31, 2021 – End of Q3
- April 30, 2021 – Student Data due in TOPSPro (Q3)
- May 2, 2021 – CFADs for 2021-22 due in NOVA
 - A recent message from the CAEP office states that we will be able to re-do the CFAD process in case changes are needed instead of doing an allocation amendment in NOVA.
- June 1, 2021 – 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- June 30, 2021 - 19/20 and 20/21 Member Expense Report Certified by Consortia in NOVA (Q3)
- June 30, 2021 – End of Q4

➤ **Select Topics**

Fact Sheets: Twin Rivers USD Adult Education and Washington USD Adult Education

- Twin Rivers had 1,896 students enrolled in the 2019-20 program year. 67% of those are non-native English speakers and over 23 different native languages are spoken. The top 2 languages among students are Russian (29%) and Spanish (27%). Their biggest program is English Language Acquisition (ELA) with 61% of students enrolled, followed by Basic Skills/Adult Secondary at 35%, and Short-Term Career Education/Pre-Apprenticeship with 4%. 72% of students are between the ages of 18 and 39 and their oldest student is 72 years old. Six of every ten students are women or 62% of their students.
- During the 2019-20 program year 51 students earned their high school diploma or equivalency. At the end of the school year their students were held harmless which helped to bump up that number. Twin Rivers funding is broken up as 82% from the CAEP office, 9% from their SETA/refugee grant, 5% CalWORKs, and 4% WIOA II.
- Branka Marceta asked what short-term career education classes Twin Rivers offered last year. Tanya Praest responded that Microsoft Office Skills was offered as their

short-term career class and NCCT Construction Program and Bus Driving was offered as their pre-apprenticeship classes. A new bus driving class was supposed to start in March, but COVID-19 put that on hold.

- Washington had 248 students enrolled in the 2019-20 program year. 58% of their students are non-native English speakers with 29% of those being Spanish speakers. Majority of their students are between the ages of 18 and 39 with 41% of students being between 18 and 29. Like Twin Rivers six out of every ten students are female, which is 62% of their students. Their biggest program is English Language Acquisition (ELA) with 48% of their students, followed closely by Basic Skills/Adult Secondary at 44%, and Workforce Preparation & Pre-Apprenticeship with 8%. Washington offers the same NCCT Construction Program as Twin Rivers.
- Washington receives 94% of their funding from the CAEP office, 4% from CalWORKs, and 2% from WIOA II. During the 2019-20 program year 19 students earned their high school diploma or equivalency.
- Stephanie Groat asked Bethany Ely before the meeting to change the note at the bottom of the fact sheet. It previously said “Schools closed March through June 2020 due to COVID pandemic.” She asked that it be changed to “Washington Adult School transitioned to virtual learning March through June 2020 due to COVID pandemic.” This more accurately represents how their school provided services. Bethany will update this note on all the fact sheets.

Results of Reallocation for Fund E

- CAERC's Shared Fiscal and Budget Agreement Policy states that if a member is not able to spend the allocation for a specific fund over the course of eighteen months, the member is required to return the funds to the consortium for reallocation. After FY 2020-21 Quarter 2 expenditure submissions that were due on February 1, 2021 to CAERC, and which mark the eighteen-month period for CAERC Fund E [CAEP 2019-20 apportionment] - one member established that there are some unspent funds left related to operations affected by the pandemic. On Friday, February 12, 2021, during the CAERC Budget Meeting #2, which is mandatory for all members, there was discussion about the unallocated funds and members initially opted in or opted out of the reallocation, based on the CAERC official distribution formula which was established in 2015. To provide more time for decision-making, members had until February 17, 2021 to officially opt in or opt out.
- Washington USD Adult Education is returning an amount of \$42,425 to the consortium. The following members opted in the reallocation:
 - Center Joint USD for the amount of \$3,430
 - El Dorado COE for the amount of \$3,038
 - Sacramento City USD for the amount of \$35,957
- The funds are to be spent by June 30, 2021. Because this year is affected by the pandemic, the member will be subject to this clause - "Progressive reallocation will not apply in years with extenuating circumstances - as agreed by all members."

Updates from Members and Partners

- Dr. Herota shared that vaccinations are readily available for educators. SCOE is starting to schedule vaccination clinics this week in a partnership with Safeway. Districts have been organizing a number of vaccination clinics and for those people who haven't been able to get in SCOE will soon be providing that catch-up. The Sacramento Public Health website has information for educators.
- Dr. Herota gave highlights on Senate Bill 86 and AB86 which is the \$2 billion school reopening plan.

- Dr. Herota shared that at the SCOE board meeting Superintendent Gordon shared that the majority of Sacramento county school districts are scheduled to reopen elementary schools. They are either providing in-person instruction currently or are scheduled to reopen in the next several weeks.

➤ **Upcoming Meetings and Events**

- OTAN's TDLS, March 3-5, 2021, Virtual Event
- California Community College Association for Occupational Education (CCCAOE), March 3-5, 9-11, 16-18, 2021, Virtual Event
- COABE Conference, March 21-24, 2021, Virtual Event
- CCAE State Conference, April 19-23, 2021, Virtual Event
- CASAS Summer Institute, June 17-18 & 22-23, 2021, Virtual Event
- CAEP TAP Webinars:
 - ✓ CAEP Effective Practices Webinar – Transitions, Thursday, March 11, 2021, 12:00pm – 1:30pm
 - ✓ CAEP Effective Practices Webinar – Immigrant Integration, Thursday, March 18, 2021, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Consortium Level Activities Planning, Friday, March 12, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, March 12, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 18, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, March 26, 2021, 10:00am – 2:00pm, Online
- CAERC Business Meeting, Wednesday, April 7, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, April 7, 2021, 2:00pm – 3:30pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, April 15, 2021, 1:00pm – 3:30pm, Online
- CAERC WIOA Title II/AEFLA Networking Meeting, Friday, April 16, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, April 16, 2021, 2:30pm – 4:00pm, Online
- CALPRO's Community of Practice: Success for All Through Equity, Friday, April 23, 2021, 9:00am – 12:00pm, 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 Karen Malkiewicz and seconded by Sue Gilmore, the March 3, 2021 consortium meeting adjourned at 1:37 p.m. (16 in favor, 0 against).