



Meeting Minutes

April 7, 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 USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/SCOE
Laura McCrary, Futures Explored
Max Villaalva, 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 USD
Stephanie Groat, Washington 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. Eleven voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento COE, San Juan, Twin Rivers, and Washington). Center 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 Futures Explored, Sacramento Public Library, Sacramento Food Bank, and Valley Vision were also present for the meeting.

- **Approval of April 7, 2021 Meeting Agenda**
 - The agenda for the April 7, 2021 meeting was reviewed.
 - On a motion by Karen Malkiewicz and seconded by Kelly Hunkins, the April 7, 2021 agenda was approved (14 in favor, 0 against).

- **Approval of March 3, 2021 Meeting Minutes**
 - Minutes from the March 3, 2021 Consortium meeting were reviewed.
 - On a motion by Karen Malkiewicz and seconded by Tanya Praest, the March 3, 2021 minutes were approved (14 in favor, 0 against).
 - Approved March 3, 2021 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - April 30, 2021 – Student Data due in TOPSPro (Q3)
 - May 2, 2021 – CFADs for 2021-22 due 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
 - August 1, 2021 – Student Data due in TOPSPro (Q4)
 - August 15, 2021 – Annual Plan for 2021-22 due in NOVA

- **Select Topics**
 - **Fact Sheet for CAERC 2019-20**
 - In 2019-20 11,839 students were enrolled in classes through our CAERC members. 62% of those students are non-native English speakers with the top 2 languages being Spanish and Farsi. English Language Acquisition (ELA) has the largest percentage of students enrolled, 52%, with Basic Skills/Adult Secondary as a close second, 33%. 97% of students face at least 1 employment barrier, if not more. A total of 400 high school diplomas or equivalencies were earned by students.
 - Dr. Nye asked if the students with 1+ employment barriers is an impactful statistic since the majority of adult learners face at least 1 barrier. Angela Hatter asked if it would be better to state what the top employment barriers are in order to give a better understanding. Bethany Ely stated that the employment barriers are identified by the federal government (low income, displaced homemaker, dislocated worker, English language learner). There is a very small number of students, mainly in CTE classes, that don't face any employment barriers.
 - The Office of Career, Technical, and Adult Education from the U.S. Department of Education visited our consortium in 2018 and encouraged us to continue marking barriers. The officials from OCTAE noted that they do not see that information reflected well enough in the data submitted by various states, even though they do serve the populations that experience high levels of barriers. WIOA II/AEFLA funding is designated to serve that purpose.
 - Dr. Herota asked if it would be helpful to have an asterisk next to the statistic and then list what those barriers are elsewhere on the page. Karen Malkiewicz and Kelly Hunkins agree that this is a good idea and would be helpful. Angela Hatter suggested adding a link to a webpage that lists what the barriers are to save on space.

Consortium Fiscal Administration Declaration

- An e-mail message was sent out to members on April 5, 2021 detailing the CFAD for 2021-22.
- The Consortium Fiscal Administration Declaration is a one-time process completed at the same time each year, whereby the CAEP consortia members agree upon their base funding allocation for the following school year. The CFAD is due on May 2, 2021 and no extension will be granted. If during the state fiscal year, a member (with consortium agreement) amends and reallocates funds to other member(s), this has no bearing on the CFAD allocations. The member will still receive the same amount as in the prior year, or if an increase (or decrease), the same proportional share (unless that member voluntarily agrees to a decrease in funding).
- The CFAD amount includes a 1.4999% increase on the base from 2020-21, as a result of the proposed January COLA increase to CAEP funding.

Re-opening Plans

- Dr. Herota shared that SCOE has partnered with Safeway and since the beginning of March have held multiple vaccination clinics. SCOE has extended extensive outreach to every district in the county, every charter school, and other community providers. Over 5,000 vaccinations have been given out since the start. The plan is to continue to offer these vaccination clinics as long as Safeway keeps receiving doses of the vaccine.
- Sacramento County re-opening plans have been moving very smoothly. Social distancing guidance has changed from a minimum of 6 ft to 3 ft in elementary classrooms. This guidance only applies to K-12 settings and does not call out Adult Education.
- With the Governor's new proclamation that California will reopen on June 15th, Los Rios is preparing for the demand to go up for in-person classes. Currently 15-20% of their schedule will be offered in-person and full-time faculty have the option to stay entirely online for the fall semester. It is unknown if social distancing will still be required.
- Angela Hatter shared that CAJ is still offering hybrid instruction. The biggest change is that all of their teachers will need to work on-site instead of working remotely which is in line with the Secondary Return to Learn plan. Teachers need to be on-site working from their classrooms by April 19th. Sacramento Valley Manufacturing Alliance (formerly Sacramento Valley Manufacturing Initiative) will be holding a parking lot event at CAJ on April 15, 2021.

➤ Upcoming Meetings and Events

- CCAE State Conference, April 19-23, 2021, Virtual Event
- CASAS Summer Institute, June 17-18 & 22-23, 2021, Virtual Event
- CAEP TAP Webinars:
 - ✓ Introduction to CAEP State Priorities, Wednesday, April 7, 2021, 12:00pm – 1:00pm
 - ✓ Transition PLC, Thursday, April 8, 2021, 10:00am – 11:00am
 - ✓ Immigrant Integration PLC, Thursday, April 15, 2021, 10:00-11:00 am
 - ✓ What's NonCredit Coding Got to Do with It: Getting the Most Out of Your Data, Tuesday, April 20, 2021, 12:00-1:00 pm

- ✓ Get Ready for AEP 2021: New Features and Updates to the Adult Education Pipeline Dashboard, Tuesday, April 27, 2021, 12:00-1:00 pm
- ✓ Understanding and Using Adult Education Pipeline (AEP) Dashboard for Continuous Improvement, Friday, April 30, 2021, 12:00-1:00 pm
- ✓ Three-year Consortium Planning Using the AEP Dashboard, Wednesday, May 5, 2021, 1:00-2:30 pm
- ✓ Why Do My Data Reports Look Different: AEP Dashboard and CASAS TOPSpro Enterprise, Wednesday, May 12, 2021, 1:00-2:00 pm
- ✓ What's it all About: CB 21, NRS Educational Functioning Levels, and Curriculum Alignment, Wednesday, May 19, 2021, 1:00-2:30 pm

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Business Meeting, Wednesday, May 5, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, May 5, 2021, 2:00pm – 3:30pm, Online
- CAERC Budget Meeting, Friday, May 14, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, May 14, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, May 20, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, May 21, 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 Karen Malkiewicz and seconded by Sue Gilmore, the April 7, 2021 consortium meeting adjourned at 1:55 p.m. (16 in favor, 0 against).