

# Meeting Minutes May 5, 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 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 Kelly Hunkins, Amador County USD Kiu Chuong, CAERC/SCOE 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 Shirley Skadan-Smith, Alta CA Regional Center Stephanie Groat, Washington 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, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Amador, Center, and Folsom-Cordova 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, SETA, and Valley Vision were also present for the meeting.

## > Approval of May 5, 2021 Meeting Agenda

- The agenda for the May 5, 2021 meeting was reviewed.
- On a motion by Richard Judge and seconded by Stephanie Groat, the May 5, 2021 agenda was approved (16 in favor, 0 against).

### > Approval of April 7, 2021 Meeting Minutes

- Minutes from the April 7, 2021 Consortium meeting were reviewed.
- On a motion by Angela Hatter and seconded by Tanya Praest, the April 7, 2021 minutes were approved (16 in favor, 0 against).
- Approved April 7, 2021 minutes will be posted on the CAERC website at www.caerc.org

#### > California Adult Education Program Updates and Deliverables

- 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
- September 1, 2021 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- September 1, 2021 July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- September 30, 2021 21/20 Member Program Year Budget and Work Plan due in NOVA

### > Select Topics

### Reflections After Adult Education Week, April 18-24, 2021

- Karen Malkiewicz shared that it was easy to navigate Whova. Even though it was a virtual event it was well paced and fun. Karen was on a panel with Caroline Zachry about the topic of Employment and Earnings Survey and it went very well. She also hosted a networking session on Jail Programs.
- Casandra Issaka presented on Adult High-Low Books and it went really well. Attendees seemed very interested in the project.
- The CCAE conference had almost 1500 attendees. Branka Marceta thanked Amador Adult Ed colleagues for their help with the conference. Kelly Hunkins gave kudos to Branka Marceta for her leadership and organization of the conference.

#### **Plans for Graduation Cermonies**

- San Juan will have a small graduation for GED and diploma students. Students will be limited to 3 guests each. It will be held at the Sunrise Tech Center on June 10, 2021 from 7:00pm 8:00pm.
- Washington will host a graduation on June 1, 2021 from 6:30pm 9:00pm at Drakes: The Barn in West Sacramento.
- Elk Grove has no plans for a ceremony this year. They have been honoring their graduates throughout the year by taking their photos wearing a cap and gown and holding their diploma. These photos have been posted on social media.

- Folsom-Cordova will host a drive-thru celebration on May 25, 2021 from 7:00pm to 8:00pm.
- El Dorado COE will host an in-person graduation on May 27, 2021 from 6:00pm to 7:00pm.
- Galt will have their graduates recognized during a board meeting via zoom.
- Center has no plans for a graduation ceremony this year.
- Natomas adult ed graduates will be graduating with their Discovery High School graduates. The graduation will be held at Sutter Health Park on June 8, 2021 starting at 11:00am.
- Charles A. Jones will host a graduation on June 23, 2021. They are currently working with the district to have it at the JFK High School stadium for CTE students only. Unfortunately, they will not be able to invite students from last year. Sacramento City USD is allowing only current graduates and they require adult ed to follow the same rule.
- Amador graduates will graduate with Ed Options students on June 2, 2021 at 7:00pm.
- Twin Rivers will host a graduation at the Foothill High School stadium on June 1, 2021 at 2:00pm. It will be socially distanced and only 2 guests are allowed from the same household per graduate.
- Davis will host an in-person graduation in the high school quad on June 7, 2021.
- **Re-opening Plans**
- Elk Grove has teachers back on site, but no students yet. They are back to in-person instruction for some of their jail programs. They are still working on the details for restarting CTE programs.
- Sacramento City's academic and citizenship class started last week and their ESL classes restart tomorrow and Friday. All of their teachers are back in the classroom, but classes will remain small to accommodate for 6 feet of social distancing. They have purchased a Poly Studio to allow for concurrent learning to happen in their academic and ESL classes. Adults with developmental disabilities classes will restart beginning next week.
- Center only has 3 weeks left of the school year and almost everyone is still working virtually. Their para-educator class has been in-person for the last 5 weeks of the class. One of their para-educator students has already received a job offer with the district. Next year they have their classes set up for social distancing. They will be looking for a new ESL and ASE teacher. Shelly Tompkins announced that she will no longer be in her position with Center as of next week.
- Twin Rivers is still doing distance learning except for their students in their construction program. For next year OWL LABS systems have been purchased for their teachers. They sent out a survey to their students and only 50-60% of students want to come back to in person or hybrid. The OWL LABS systems will be used for the students that wish to remain in distance learning so they can be in the class at the same time as the in-person students.
- Folsom-Cordova has kept everything virtual this year. They sent out student's surveys and more than 50% would like to stay virtual for next year. Schedules are being worked on for next year with most classes being in person, but they will have online options for ESL and ASE.
- El Dorado COE has been operating in-person since the end of September and they will continue to do so. They are still delivering instructional packets to their jail programs, but they hope to go back to in-person instruction in the next month.

- San Juan has a handful of classes in-person. Currently they are gathering feedback from teachers on how they would like to come back next year (virtual, in-person, or hybrid).
- Galt has not determined what they will be doing next year. They have received feedback from ESL students that they would like to continue having classes online.
- Davis had hoped to have 1 ESL class in-person, but due to unforeseen circumstances that didn't happen. Their classes will remain virtual for the rest of the year, except for their in-person nursing program. For next year they are hoping to have in-person classes with the option of doing virtual or hybrid.
- Amador will be hosting an Instructional Assistant class right before school starts. It will be online or in-person. It includes all mandated training and first-aid/CPR.

# Upcoming Meetings and Events

- CATESOL Spring Conference, Virtual Event, May 7-8, 2021
- CASAS Summer Institute, June 17-18 & 22-23, 2021, Virtual Event
- CAEP TAP Webinars:
  - ✓ Three-year Consortium Planning Using the AEP Dashboard, Wednesday, May 5, 2021, 1:00-2:30 pm
  - ✓ Why Do My Date 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
  - California's Post-Pandemic Recovery Deeper Dive, Friday, May 21, 2021, 12:00-1:30pm
  - ✓ CASAS Data Dive Series Part III, Tuesday, May 25, 2021, 12:00-1:30pm

### Upcoming CAERC Meetings

- 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
- CAERC Business Meeting, Wednesday, June 2, 2021, 1:00pm 2:00pm, Online
- CAERC Working Meeting, Wednesday, June 2, 2021, 2:00pm 3:30pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, June 10, 2021, 1:00pm 3:30pm, Online
- CAERC 2021-22 Annual Planning, Friday, June 11, 2021, 1:00pm 2:30pm, Online
- CAERC Director's Workgroup, Friday, June 11, 2021, 2:30pm 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, June 18, 2021, 10:00am 12:00pm, Online

### > Other Items for Discussion or Distribution

• Branka Marceta announced that effective July 31, 2021 she will be stepping down from her position as the CAERC Director. The reason for her departure is to focus her time and attention on her family. She has very much enjoyed her work and collaboration with everyone. Renee Collins has initiated the process for a new hire and the position will be posted on EdJoin soon.

• It is specified in the CAERC Fiscal and Budget Policy document and the original Strategic Plan that CAERC members are to take an active role, along with SCOE, in hiring CAERC staff. Rhonda Balmain is interested in helping with the paper screening and possibly the interview if she is available. Karen Malkiewicz will help with the interview if no one else is available, but she is retiring in August and feels like it should be someone who will be here next year. Stephanie Groat is also interested in helping out with the interview.

### Public Comments

• There were no public comments.

# > Adjournment

• On a motion by Kelly Hunkins and seconded by Angela Hatter, the May 5, 2021 consortium meeting adjourned at 2:03 p.m. (17 in favor, 0 against).