



Meeting Minutes August 11, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Bethany Ely, CAERC/Sacramento COE
Brenda Avalos, Galt Joint UHSD
Carey Buchanan, El Dorado COE
Casandra Issaka, Sacramento Public Library
David French, Center USD
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Grace Sauser, Davis Joint USD
Jane Ross, Elk Grove USD
Karen Shores, Yolo COE
Kiu Chuong, CAERC/SCOE
Max Villalva, Sacramento Food Bank
Michelle O’Camb, SETA
Michael Gillespie, El Dorado COE
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
Richard Judge, San Juan USD
Robert Lemmon, Galt Joint UHSD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Sue Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

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

The meeting started at 1:02 pm. Renee Collins introduced and welcomed Patricia Oliva as the new CAERC Director. 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 (Davis, El Dorado COE, Elk Grove, Folsom-Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Center arrived after the roll call and one member who was unable to attend submitted their votes electronically (Washington). 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 Food Bank, Sacramento Public Library, SETA, and Yolo COE were also present for the meeting.

- **Approval of August 11, 2021 Meeting Agenda**
 - The agenda for the August 11, 2021 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by David Rodriguez, the August 11, 2021 agenda was approved (12 in favor, 0 against). [Washington submitted their vote electronically in favor of approving the agenda.]

- **Approval of June 2, 2021 Meeting Minutes**
 - Minutes from the June 2, 2021 Consortium meeting were reviewed.
 - On a motion by Tanya Praest and seconded by Grace Sauser, the June 2, 2021 minutes were approved (12 in favor, 0 against). [Washington submitted their vote electronically in favor of approving the agenda.]
 - Approved June 2, 2021 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - 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)
 - Starting in September CAERC will be using this data to create fact sheets for this year. Someone will be reaching out to each member for their secondary source data to provide a complete picture of their program.
 - 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 – 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
 - September 30, 2021 – 21/22 Member Program Year Budget and Work Plan due in NOVA
 - September 30, 2021 – End of Q1
 - 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

- **Select Topics**
 - Fund G MOU's**
 - Fund G MOU's were e-mailed out on July 7, 2021 and a revised copy was sent out on July 21, 2021. Thank you to those members who have already mailed their MOU back. Allocation checks will not be mailed out to members until we receive their signed MOU.
 - Annual Plan to be Approved in NOVA**
 - Patricia Oliva thanked members for approving the annual plan and for the feedback provided in June.

- This year, as in the previous year, we modified the Regional Strategy 5: Increase K-12 AE to Workforce and Postsecondary Transition with Student Outreach Services. We will resume plans for the Lead Transition Navigator position during this year's 3-year plan. The plan also includes a pilot class as a joint Career Choices & Changes for Adult Education online course for students across the consortium.
- This is the last annual plan that is connected to the existing 3-year plan. This is a transition period between long range plans as the next 3-year plan is due June 2022.

Allocation Amendment 1 to Reflect 4.05% COLA

- In May the CAERC allocation for 2021-22, locally designated as Fund G, was \$12,166,565. CAEP was given a 4.05% COLA which will increase the overall allocation to the consortium by \$305,676 for a new total of \$12,472,241. As a result, the consortium members will need to approve the new increased CFAD by August 15, 2021 in NOVA.

Allocation Amendment 2 to Opt-In or Opt-Out of One-Time Unallocated Consortium Level Funds

- On August 3, 2021, members received an e-mail describing how the one-time unallocated consortium level funds, in the amount of \$253,807, will be reallocated for this year. This e-mail included a breakdown of the amounts based on the original allocation formula from 2015. Members have the option to opt-in or opt-out of these one-time funds.
- Members who opted in for the one-time funds include Center, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Natomas, Sacramento City, San Juan, and Twin Rivers. Members who opted out of the one-time funds include Amador, Davis, and Washington. [Amador and Washington opted out electronically.] These numbers will be entered into NOVA and members will receive an invite from NOVA to approve Allocation Amendment #2.

Back to School (Return Dates, Etc.)

- Charles A. Jones (CAJ) hasn't closed during the pandemic. They will be aligning some of their requirements with their K-12 schools. They had planned an engagement event through SETA, but because their K-12 schools aren't hosting any events with large groups of people they were told they needed to do a virtual event or cancel. Their classes are mostly hybrid, but they are offering some in-person options. The teachers are expected to be on campus to teach whether it's in an in-person class or a hybrid. Angela Hatter is currently working with the district to find out who is vaccinated and who isn't to better plan for their year. The HVAC teacher is moving out of state, and they are looking for a replacement.
- Galt had a great response in their first week of registration. They are trying to do as much in-person as possible, with the option of going hybrid if needed. They are hosting small group orientation meetings. They may be looking to add CTE courses partnering with the UC Davis nutrition class. A chef who works during the day for the district is interested in teaching and a retired welder may also be interested in teaching.
- Folsom Cordova needs a welding teacher, and the posting is on Indeed and Edjoin. They also need ESL teachers. They will be starting their brand-new phlebotomy program this semester.
- San Juan needs ESL teachers. They had plans of holding classes in-person, online, and hybrid, but they have several teachers that are concerned about coming back to in-person. To combat this, they will have more online classes than they originally planned. This year they will continue offering their Instructional Aide (IA) prep class. They have a big need for subs, as well as teachers in multiple subject areas so they will be offering

a prep class for passing the CBEST, CSET, and RICA. Richard Judge is interested in starting a Certified Nursing Assistant program and is looking for information on how best to do this.

- Natomas is offering in-person and online classes. They need a GED prep teacher. The board approved a CTE cosmetology pathway and will hopefully be up and running by 2024. This class will be offered at Discovery High School. David Rodriguez has moved from Discovery to Leroy Greene Academy (LGA), but he will still be overseeing Adult Ed.
- Center is not offering an online learning, and everything will be in-person. They've had to hire several new staff for this year. Shelley Tompkins left her position and has been replaced by Gabrianna Martinez. Their high school diploma program is thriving, but their ESL numbers are low. While their para-educator program isn't large it has been successful with some students being hired by the district.
- McClaskey has had to put their students in cohorts due to COVID. They've had to exclude students who are in quarantine because of the positive cases they've had. They currently have a health aide on site and students and staff can be tested for COVID every day. On September 2, 2021, when Sacramento City goes back, they are going to try having students go back to in-person 5 days a week, with a handful of students continuing virtual learning 5 days a week.
- Angela Hatter asked the group if their teachers are teaching online are they being required to teach from campus or are they allowed to teach from home? San Juan, Natomas, and Davis is not requiring them to be on campus. Folsom Cordova is requiring them to be on campus.
- Dr. Herota shared that the Governor just released new information about the Public Health Guidance. K-12 school workers will be required to provide verification of vaccination or if they are not vaccinated need to be provided a screening test. The definition of a school worker is defined as anybody that works on a school campus supporting school functions. The date for full compliance is October 15, 2021. For more information please visit:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx>
- Twin Rivers is planning on bringing all students back in-person. They did purchase OWL cameras to use zoom and have students in class, but teachers still need to be trained. A survey was done at the end of the school year and 2/3 of students wanted to stay remote or utilize a hybrid class. Evening teachers will be offering one night in-person and one night remote. They've had 150 new students enroll in the past 8 days. A para-educator class, CBEST prep class, and maintenance/custodial classes are also in the works. Bus driving and construction classes are still being offered in-person. They've also had 3 graduates for this year already.
- El Dorado COE will be interviewing for 2 half-time positions this week. All their staff is back on-site, and they will be offering in-person classes. Gary Sutherland retired June 30, 2021, and Carey Buchanan has taken his position. Julie Ehrlich is their new half time secretary who also handles their Pearson Vue testing center.
- The Sacramento Public Library is still offering virtual tutoring. Their high school diploma program is still going strong, and they are up to 199 graduates since 2014. They are hoping to hold an outdoor graduation ceremony on September 30, 2021, at the William Land Park Amphitheatre. Next school year they should have more defined guidelines for ESL funding.

- The Sacramento Food Bank has been closed during the pandemic. There is a possibility of them reopening them next year. They were serving 400-450 students with 80 volunteer teachers, but during the pandemic it was decided to close the Adult Education program and focus on their emergency services.
- Alta CA Regional Center is starting to see clients in person. Some of their day programs have reopened or are offering hybrid schedules.
- SETA is in the midst of resettling an unexpected influx of Afghan special immigrant visa holders due to the withdrawing of troops from Afghanistan.

➤ **Upcoming Meetings and Events**

- CAEP Director's Event, Virtual Event, September 20-24, 2021
- CAEP Summit, Virtual Event, October 26-28, 2021
- CAEP TAP Webinars:
 - ✓ CAEP Program Area Report Results for 2019-20, Friday, August 13, 2021, 12:00pm
 - ✓ New! NOVA Consortium Monitoring Dashboard and Reports, Friday, August 20, 2021, 12:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting, Friday, August 13, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, August 13, 2021, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, August 20, 2021, 10:00am – 2:00pm, Online
- CAERC Business Meeting, Wednesday, September 1, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, September 1, 2021, 2:00pm – 3:30pm, Online
- CAERC Marketing & Outreach #1, Friday, September 10, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, September 10, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, September 16, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, September 17, 2021, 10:00am – 12:00pm, Online

➤ **Other Items for Discussion or Distribution**

- Renee Collins asked for a volunteer to participate in the interviews for the CAERC Coordinator position. Bethany Ely will be leaving this position on September 30, 2021. Rhonda Balmain volunteered to help with the interview and all the members agreed.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Renee Collins, the August 11, 2021 consortium meeting adjourned at 1:59 p.m. (11 in favor, 0 against).