



Capital Adult Education Regional Consortium

Meeting Minutes

January 11, 2017

➤ **Members & Partners Present:**

Al Rogers, Sacramento COE
Alyson Collier, Center Joint USD
Andy Ponce, Alta California Regional Center
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Brett Sanchez, American River College
Brett Watson, Amador USD
Butch Wagner, Amador USD
Charlie Linebarger, Folsom Cordova USD
Connie Lee, CAERC
Darrell Parsons, CRANE
David W. Gordon, CAERC, SCOE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Holly Clark, CAERC
Jackie White, Twin Rivers USD
Dr. Jamey Nye, Los Rios CCD
Joyce Hinkson, Sacramento COE
Karen Malkiewicz, Elk Grove USD
Katherine Weston, Alta California Regional Center
Keven McDonald, Natomas USD
Kiu Chuong, CAERC
Kristi Webber, Folsom Cordova USD
Lisa Pettis, Galt Joint UHSD
Louise Steyimst, CRANE
Lynn Bartlett, San Juan USD
Marilyn Rahlf, CRANE
Max Villalva, Sacramento Food Bank & Family Services
Melissa Kaye, Sacramento Job Corps
Michelle O'Camb, SETA
Mike Smith, Sacramento COE
Raelynn Sharp, CRANE
Renee Collins, Washington USD
Sarita Mehtani, California Department of Corrections
Sue Lorimer, CAERC, Los Rios CCD
Sue Lytle Gilmore, Sacramento City USD
Terri Carpenter, SETA

➤ **Welcome:** Sue Lorimer, Deputy Chancellor, Los Rios Community College District

Members and Partners introduced themselves and were welcomed by Sue Lorimer. Sue Stickel retired from SCOE in December 2016. Dr. Al Rogers has joined the Sacramento County Office of Education as Deputy Superintendent. Dr. Sue Lorimer announced she will be retiring in July 2017.

Roll call of members was taken. 12 members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Washington) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual. Twin Rivers was in attendance, but arrived after the first vote occurred. Center was in attendance, but arrived after the voting was completed.

➤ **Approval of December 7, 2016 Meeting Minutes**

- Minutes from the December 7, 2016 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the December 7, 2016 minutes were approved. (15 yeas, 0 neas)
- Approved December 7th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- Data and Accountability
 - The Data and Accountability Workgroup and Budget Workgroup collaborated to develop CAERC's Data and Accountability Work plan and Allocations. The Data & Accountability fund is a one-time fund that must be spent by December 31, 2017. Members and Partners reviewed the proposed Work Plan.
 - On a motion by Sue Gilmore and seconded by Renee Collins, the CAERC Data and Accountability Work Plan and Allocations were approved. Motion carried unanimously. (16 yeas, 0 neas)
 - The MOU Addendum for the Data and Accountability fund was reviewed. SCOE legal department has approved the MOU Addendum. Copies will be emailed to members tomorrow. Once signed, MOUs are returned to CAERC then payments will be processed. Funds will be received in one lump sum.
- Bi-Annual Expenditure and Progress Reports Due 1/13/17
 - It is time to submit to AEBG the consortium Bi-Annual Expenditure and Progress Reports. Reporting templates and processes were reviewed at the Budget Workgroup meeting on December 9, 2016. Templates were emailed to officially-designated members on December 14, 2016.
 - All CAERC submissions are due to caercsubmit@scoe.net. Items due are: Fund A FY 15/16 AEBG Allocation; FY 15/16 Rural County; and Fund B FY 16/17 AEBG Allocation.
 - The consortium's goal is to spend down Fund A by December 2016 and to spend down Fund B by June 2017.
 - In the upcoming Budget Workgroup meeting on January 20, 2017, members will examine the consortium and members' implementation progress and determine if unspent funds will need to be reallocated to support regional strategies or to be reallocated to members who are eligible for reallocation funds.

➤ **Workgroups and Subcommittees**

- Professional Development Subcommittee
 - Approved plans for consortium-wide Professional Development were reviewed.

- All K-12 members will receive an allocation of \$4,500 for PD events and conferences. A menu of events has been established. CAERC is working on an MOU addendum for Fund B. Once the MOU is complete and signed, funds will be disbursed.
- Los Rios has been allocated \$4,500 for each college campus. This allocation is a reimbursement model. CAERC asks that each college develop a plan for the use of these funds and submit their plan to Bethany Ely by February 28, 2017. Any funds the colleges don't plan to use will be reallocated to members and partners.
- \$3,300 has been budgeted for CAERC partner agencies. Partners may select from their menu of events and conferences. Partner agencies may send a maximum of 2 representatives to each event. Funds are available on a first-come, first-served basis.
- Anyone wishing to have an event added to the menu should email the following to Bethany Ely: name of event, date/time/location of event, link to register, the regional priority/priorities the event addresses, and the theme the event addresses.
- Alignment Workgroups
 - The Math Alignment Development Team gave a presentation to the member/partners on progress made, recommendations and plans for the pilot.
 - Amador County USD Instructor and Coordinator Brett Watson presented on behalf of the Math alignment team. The team plans to pilot a Boot Camp course titled Math Success Academy. It will be a 40-hour course comprised of basic math skills, growth mindset activities and general success strategies. The pilot will be conducted at FCUSD, SJUSD, EDCOE, ACUSD and CJUSD in April/May 2017.
 - Brett Sanchez, Math Professor at American River College, shared two sample lesson plans.



Coordination and Planning of Regional Program Expansion

- CRANE and the Career Technical Education Incentive Grant (CTEIG)
 - Louise Stymeist presented an overview of CRANE and CTEIG to the consortium.
 - Capital Region Academies for the Next Economy (CRANE) is a 22 LEA regional consortium supporting career pathway development across seven counties: Sacramento, El Dorado, Placer, Yolo, Sutter, Nevada and Yuba.
 - SCOE is one of seven CTEIG Technical Assistance Providers in the state. SCOE supports a 14 county region that includes CAERC.
 - CRANE currently provides K-12 support for: CTE Pathway Development and Alignment, Credentialing, New Teacher Training and Support, and Career Specialists – WBL, Career Exploration and Readiness.
 - CAERC members expressed interest in having CRANE create a system for teachers to set-up and clear their CTE credential.
- North Far North Regional Consortium www.nfnrc.org (California Community Colleges, Doing What Matters)
 - Jamey Nye, Associate Vice Chancellor of Instruction for Los Rios CCD, presented on the North Far North Regional Consortium.
 - North Far North Regional Consortium provides information and resources to students, community colleges, and industry on Career and Technical Education in our region. www.nfnrc.org
 - Salary Surfer is a great career planning tool for adult education students. <http://salarysurfer.cccco.edu/SalarySurfer.aspx>
 - California Career Café is a virtual career center for California community college students which would also be of value for adult education students. <http://www.cacareercafe.com/>

- Skills Builder Metric is a great resource for adult education administrators as they decide which short-term CTE programs to offer.
[Http://datamart.cccco.edu/Outcomes/Skills_Builder_Scorecard.aspx](http://datamart.cccco.edu/Outcomes/Skills_Builder_Scorecard.aspx)

➤ **Upcoming Meetings and Events**

- The February consortium meeting has been moved to February 8, 2017. It will be held at the Bryte Career & College Training Center at Washington USD.
- The Superintendents Leadership Convening has been postponed.
- Please check the CAERC website for the most up-to-date calendar.
<http://www.caerc.org/calendar.html>

➤ **Other Items for Discussion or Distribution**

- Sue Gilmore discussed upcoming CCAE and CAEAA meeting dates and events. Handouts were distributed. Members are encouraged to attend State conferences and regional meetings.
- Joyce Hinkson distributed a flyer for the Technology and Distance Learning Symposium March 10-11, 2017 in Anaheim.

➤ **Public Comments**

- There were no public comments.