



Meeting Minutes

January 8, 2020

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
David French, Center Joint USD
David Publicover, El Dorado COE
Diana Batista, Sacramento COE
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/Sacramento COE
Laura Cortesi, Futures Explored
Lynn Bartlett, San Juan USD
Michelle O’Camb, SETA
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
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 1:08 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Ten voting members were present at time of roll call (Amador, Center, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, San Juan, Twin Rivers, and Washington). Davis arrived after the roll call and two members who were unable to attend submitted their votes electronically (Natomas and Sacramento COE) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners SETA and Futures Explored were also present for the meeting.

Branka Marceta introduced Dr. Nancy Herota, who serves as Sacramento County Office of Education (SCOE) Deputy Superintendent as of January 1, 2020, as the new CAERC Co-Chair. Dr. Herota has worked at SCOE for 14 years and is currently serving as SCOE’s Assistant Superintendent of Educational Services. In that role, she has overseen Curriculum and Instruction, Special Education, Foster Youth Services, Prevention and Early Intervention, Early Learning, College Readiness Programs, and the Sly Park

Environmental Education Center. She was previously the Director of SCOE's Early Learning Department. Dr. Herota obtained a doctorate in educational leadership from the University of California, Davis. Superintendent Gordon describes Dr. Herota thoughtful, caring, and a proven leader who has a vast knowledge of our students, families, and programs. She shared with our Adult Education Division team members that early in her career at Elk Grove USD she worked as a Twilight program coordinator overseeing a program combining early childhood education and citizenship, and other classes for the parents.

➤ **Approval of January 8, 2020 Meeting Agenda**

- The agenda for the January 8, 2020 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the January 8, 2020 agenda was approved (15 in favor, 0 against). [Natomas and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of December 4, 2019 Meeting Minutes**

- Minutes from the December 4, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the December 4, 2019 minutes were approved (15 in favor, 0 against). [Natomas and Sacramento COE submitted their vote electronically in favor of approving the minutes.]
- Approved December 4, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

- CDE Adult Education Office issued a notification on December 16, 2019 to inform the field that payments are in the process for disbursement for direct funded K-12 agencies entitled to funding for the 2019-20 California Adult Education Program (CAEP). The California Department of Education (CDE), Accounting Unit is processing the apportionment documents to the State Controller's Office (SCO). Once the SCO receives the documents and completes their action, it will be approximately three weeks for the agencies to receive payments. County treasurer offices will receive notification when the payments have been released.
- The first disbursement will consist of six payments, July through December 2019. Subsequently, the remaining apportionment payments will be disbursed at the end of each month for the months of January through June 2020.
- Q2 Student Data is due in TOPSPro January 31, 2020.
 - As a reminder, agencies should run a data integrity report to establish what data is missing in the current student database. The agency completes the information and sends an e-mail to CASAS as a green light to collect their data.
- 18/19 and 19/20 Member Expense Report (Q2) – close out Fund D due to CAERC January 31, 2020.
 - This deadline is specific to CAERC because of the local policy to spend each fund in 18 months. The state deadline is March 1, 2020. CAERC needs this information sooner so that if there are any funds returned to the consortium from members, there is time to establish which members are opting-in and calculate how much will be re-distributed.

- Preliminary Allocations for 2020-21 and 2021-22 will be released by February 28, 2020.
 - ED Code Section 84909 states that (b) The Chancellor and the Superintendent, with the advice of the Executive Director of the State Board of Education, shall approve, no later than February 28 of the prior fiscal year, a preliminary schedule of allocations to each consortium of any funds proposed in the Governor’s Budget for the program. Last year, the schedule was released earlier than the due date, January 10, and we will know if there is an intent to increase funding for CAEP for the state.
- Close out of 17/18 Member Funds – Fund C due in Nova March 1, 2020.
 - CAERC closed out Fund C in December 2018 after members reported that they spent the whole amount of their allocation within 18 months.
- 18/19 and 19/20 Member Expense Report (Q2) certified by Consortia in NOVA March 31, 2020.
- Close out of 17/18 funds certified by Consortia in NOVA March 31, 2020.
- Q3 Student Data due in TOPSPro April 30, 2020.

➤ **Select Topics**

Fact Sheets

- Lynn Bartlett questioned if there should be something on the fact sheets stating how many overall students are served through multiple sources of funding. Her concern is the San Juan fact sheet states she served 2,661 students when San Juan USD Adult Education served over 6,000 in combination with community education and apprenticeship programs.
- A suggestion was made change “Adult Education Fact Sheet” to “California Adult Education Fact Sheet.” Dr. Nye posited that adding “California” wouldn’t make much of a difference to an outside reader. David French suggested adding “Funded by the Regional Consortium” to help distinguish these numbers.
- Branka Marceta and Dr. Herota suggested adding a short sentence after the number of students enrolled with the total number enrolled from all funding sources and under all programs applicable to adult ed. Bethany Ely suggested having a pie chart showing the different funding sources.
- While the fact sheet structure is being finalized, Branka Marceta concluded that CAERC staff will add “As Funded by CAERC, provided by CAEP” or something similar underneath the heading of the fact sheets. If members wish to personalize their fact sheets more please reach out to CAERC.

CAEP Update on Serving 18 and Over

- On December 11, 2019 the CAEP Office Newsletter provided the following clarification: In October, the CAEP Office sent out guidance on using CAEP funds to serve adults 18 years and older. Here is an update from state legal counsel: As currently worded, the Adult Education Program set forth starting at EC § 84900 limits who is considered an “adult” to those persons who are 18 years of age or older. (EC § 84901(a)) The statute does not include any exceptions, so it therefore must be read to actually limit “adult” to only those 18 years of age or older and would not include an emancipated minor or a pregnant/parenting teen. There are no exceptions. Education Code 84901 defines adults in the California Adult Education Program as a person 18 years of age or older. CAEP funds can only be used for adults 18 years of age or older in the seven program areas for K12 adult education

and/or community college noncredit. If a district/member would like to serve students under 18 years of age, or students under 18 years of age who are an emancipated minor or pregnant/parenting teen, they are permitted to do so if the district/member uses another funding source that allows minors under the age of 18 years to be served, and the district/member follows existing Education Code EC 52500.1 pertaining to serving minors.

Galt JUHSD Adult Education Possibly Opening ESL Class in Thornton

- On December 18, 2019 the CAERC Director, Galt JUHSD Director, and Galt Adult Education staff participated in a phone call with representatives from the Delta Sierra Consortium: Carol Hirota, Stockton USD, Consortium Lead and Sheli Ayers, Division Dean, Languages, Library and Learning Resources, San Joaquin Delta CCD. Galt Adult Education representatives presented about the recent efforts by the Thornton community members, primarily parents at the New Hope Elementary School, to organize an ESL class at the town's library. Galt Adult Ed staff are members of the community and a current ESL teacher lives nearby. The library partners are very interested in hosting the class. Since this area belongs to Delta Sierra Consortium, CAERC ensured to communicate with our colleagues to the south. Sheli Ayers of San Joaquin Delta CCD shared with the group that the College is planning to develop a non-credit ESL program but will not be ready to roll out classes for another year. They gave the green light to Galt JHUSD to run an ESL class in Thornton through the spring and into the summer, since the community expressed this immediate need. Galt colleagues offered to provide demographics and assessment data, as well as anecdotal narratives after, providing this proposed trial class is executed.

CTE Changes in Accreditation Process for Pharmacy Technician Students

- Sacramento City USD Adult Ed members alerted the group to some significant changes starting as of January 1, 2020 when it comes to accreditation process for the Pharmacy Technician students. This will be covered in depth during the Working meeting. The proposed CTE endorsement process within the consortium will also be discussed and there will be a report back during a future business meeting.

➤ **Upcoming Meetings and Events**

- CAEAA Conference, January 29-31, 2020, Sacramento
- El Civics Conference North, February 7, 2020, Sacramento
- OTAN's TDLS, March 6-7, 2020, Sacramento
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, March 9-13, 2020, Sacramento
- COABE Conference, April 5-8, 2020, Baltimore, MD
- CCAE State Conference, April 23-25, 2020, Sacramento
- CASAS Summer Institute, June 23-25, 2020, Orange County

➤ **Upcoming CAERC Meetings**

- CAERC Marketing & Outreach Meeting, Friday, January 10, 2020, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, January 10, 2020, 2:30pm – 4:00pm, SCOE Mather Room

- CAERC Data & Accountability Workgroup Meeting, Thursday, January 16, 2020, 1:00pm – 3:30pm, SCOE Computer Lab
- CAERC Business Meeting, Wednesday, February 5, 2020, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, February 5, 2020, 2:00pm – 3:30pm, SCOE Mather Room
- CAERC Budget Meeting, Friday, February 7, 2020, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director’s Workgroup, Friday, February 7, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- Network of Transition Navigators at CTE Counselor Conference, Friday, February 13, 2020, 8:00am – 4:00pm, Sacramento Doubletree Hotel
- CAERC Data & Accountability Workgroup Meeting, Thursday, February 20, 2020, 1:00pm – 3:30pm, SCOE Library Meeting Room
- Network of Transition Navigators Meeting, Friday, February 21, 2020, 10:00am – 2:00pm, SCOE Room C

➤ **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 Sue Gilmore and seconded by David French, the January 8, 2020 consortium meeting adjourned at 2:05 p.m. (14 in favor, 0 against).