



## Meeting Minutes October 14, 2020

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD  
Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento COE  
Casandra Issaka, Sacramento Public Library  
David French, Center Joint USD  
David Rodriguez, Natomas USD  
Dean Peckham, SVMII  
Grace Sauser, Davis Joint USD  
Jay Berns, Washington USD  
Dr. Jamey Nye, Los Rios CCD  
Karen Malkiewicz, Elk Grove USD  
Karen Shores, Yolo COE  
Kelly Hunkins, Amador County USD  
Kiu Chuong, CAERC/SCOE  
Lisa Pettis, Galt Joint USD  
Max Villalva, Sacramento Food Bank  
Michelle O’Camb, SETA  
Dr. Nancy Herota, SCOE/CAERC  
Patricia Black, CAERC/Sacramento COE  
Renee Collins, Sacramento COE  
Renee John, Valley Vision  
Rhonda Balmain, Folsom Cordova USD  
Richard Judge, San Juan USD  
Shirley Skadan-Smith, Alta CA Regional Center  
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 1:01 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Center, Davis, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and 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 Public Library, SETA, Valley Vision, and SVMII were also present for the meeting.

- **Approval of October 14, 2020 Meeting Agenda**
  - The agenda for the October 14, 2020 meeting was reviewed.
  - On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the October 14, 2020 agenda was approved (16 in favor, 0 against).
  
- **Approval of September 2, 2020 Meeting Minutes**
  - Minutes from the September 2, 2020 Consortium meeting were reviewed.
  - On a motion by Stephanie Groat and seconded by Sue Gilmore, the September 2, 2020 minutes were approved (16 in favor, 0 against).
  - Approved September 2, 2020 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)
  
- **California Adult Education Program Updates and Deliverables**
  - October 30, 2020 – 2020/21 Member Program Year Budget and Work Plan certified by Consortium in NOVA
  - October 31, 2020 – Student data due in TOPSpro (Q1)
    - New this year CASAS TOPSpro Enterprise software includes a Data Submission Wizard, which means there is no need to send an e-mail with a PDF to CASAS. However, members are still required to continue sending an e-mail to CAERC with the PDF attached, to serve as a backup.
  - December 1, 2020 – July 1, 201 to June 30, 2020 Instructional Hours and Expenses by Program Area (actuals) due in NOVA and certified by Consortium.
  - December 1, 2020 – 19/20 and 20/21 Member Expense Report due in NOVA (Q1)
  - December 31, 2020 – 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
  - December 31, 2020 – End of Q2
  - January 31, 2020 – Student Data due in TOPSPro (Q2)
  
- **Select Topics**
  - Fact Sheets: Amador County USD Adult Education and Center JUSD Adult Education**
    - Kelly Hunkins presented the fact sheet for Amador Adult Education. The 2019-20 program year was a good year for Amador with 164 students enrolled. Out of those 164 students 66% of them are between the ages of 18 and 39. 90% of their students have one or more employment barriers. 37% of their students are non-native English speakers with the top native language being Spanish.
    - Amador has found an Adult Basic Education (ABE) teacher who will be starting up their jail program and they expect their numbers to go up for this year.
    - Their biggest program area is Adult Secondary Education, High School Diploma, High School GED/Equivalency. They are currently building up their Short-Term Career Education and Workforce Preparation programs. For program year 2019-20 they had 28 high school diplomas and equivalencies earned.
    - Amador is the only CAERC member that receives 100% of their funding from the California Adult Education Program.
    - Grace Sauser asked Kelly Hunkins if distance learning was a factor in their successful graduation rates. Kelly does think that distance learning did help their numbers since it forced them to check out Chromebooks to those students who needed them. They didn't realize how many of their students didn't have access to a

computer. Students were also able to work more since they were working from home, instead of relying on lab time on campus. They also had 6 or 7 students who were held harmless.

- David French presented the fact sheet for Center Adult Education. During the 2019-20 program year they had 222 students enrolled. The majority of their students, 71%, are non-native English speakers with the top native language being Spanish. 96% of their students have one more employment barriers.
- The majority of Center's students are enrolled in their ESL programs.
- In 2019-20 Center had 14 high school diploma and equivalencies earned. So far in the 2020-21 program year they have already had 7 diplomas and equivalencies earned and they expect that number to grow by the end of the program year.
- Their funding for 2019-20 came from 4 main sources: the California Adult Education Program (74%), WIOA Title II (17%), Fees (8%), and CalWORKs (1%).

### **Share Out After CAEP Consortia Leads Event – October 5, 2020**

- Karen Malkiewicz shared that all of the adult schools in California are facing the same challenges as the Sacramento region. ESL students throughout California are struggling with distance learning and as a result adult schools are seeing fewer students. ASE students are thriving with the switch to distance learning. Another challenge is that tech access is readily available for K-12 students, but not as available for adult students. The most impacted program due to COVID is CTE and the least impacted is ASE. Some good ideas that other districts are doing include morale boosting teacher bags and student newsletters.
- Grace Sauser shared that if you're reporting measurable skill gains in CTE there still needs to be some kind of exam tied to it. Schools can report other literacy gains by using local assessments. As an example some ESL curriculum has built-in assessments. These would be an acceptable way of reporting an "other literacy gain". There is a change in the way that quarterly data is being reported, but it won't necessarily apply to CAERC. The overall takeaway that she got from the Leads Event is that there is no better group suited to deal with these new challenges of distance learning than adult education, because we have so much flexibility and we think outside the box already.
- CAEP TAP sent out a technology survey to agencies in mid-August to be shared with all incoming students. The goal is for the students to take the survey to gather information on their access to technology. Results so far have shown that the majority of students surveyed have limited to no access to technology at home. The CAEP office will be sharing students' responses with their agency quarterly.
- The PowerPoint's from the Consortia Leads Event can be found in the [Director's Workgroup folder](#) on CAERC SharePoint.
- Tanya Praest appreciated the fact that she could talk to others from different agencies to connect on the issues being faced this year and how they're overcoming them.
- Rhonda Balmain felt it was unclear on what other measures can be used for literacy gains. She feels like they are trying to come up with alternative ways for agencies to demonstrate outcomes and provide data. There will be more to come on this topic. Going forward we should tap into network meetings to get more information on how to get more literacy gains. She also heard there is a new report for Data & Accountability EL Civics assessments that shows how many students pass their additional assessments.

- Branka Marceta shared that there seems to be a shift in how the CAEP Office views the program areas. The California Education Code lists 7 program areas for CAEP: adult basic and secondary education, serving English language learners, short-term CTE, pre-apprenticeship, workforce preparation, adults with disabilities, and adults supporting K-12 success. The work in the field is focusing more and more and being grouped under 5 program areas: adult basic and secondary education, English language learners, short-term CTE, adults with disabilities, and adults supporting K-12 success.

### **CALPRO's Success for All Learners Through Equity**

- In CAERC's 2020-21 Annual Plan we committed to doing work around addressing equity, diversity, inclusion, and social justice. During the working meeting a CALPRO representative will share opportunities on how our consortium can engage meaningfully.

#### ➤ **Upcoming Meetings and Events**

- CAEP TAP Summit, October 26-29, 2020, Virtual Event
- CAEP TAP Webinars:
  - CAEP Data Submission Guidelines – Data Submission Wizard, Wednesday, October 14, 2020, 1:00pm – 3:00pm

#### ➤ **Upcoming CAERC Meetings**

- CAERC Data & Accountability Workgroup Meeting, Thursday, October 15, 2020, 1:00pm – 3:30pm, Online
- Sacramento County CalWORKs Meeting, Friday, October 16, 2020, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, October 16, 2020, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, October 23, 2020, 10:00am – 2:00pm, Online
- CAERC Business Meeting, Wednesday, November 4, 2020, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, November 4, 2020, 2:00pm – 3:30pm, Online
- CAERC WIOA Title II/AEFLA Network Meeting, Friday, November 13, 2020, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, November 13, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, November 19, 2020, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, November 20, 2020, 10:00am – 2:00pm, Online

#### ➤ **Other Items for Discussion or Distribution**

- Dr. Herota shared that new guidance from the Sacramento Public Health Department has been released. Because Sacramento County has been in the red tier for 2 weeks schools have the option to consider reopening. This information can be found in the [October Working Meeting folder](#) on CAERC SharePoint.

#### ➤ **Public Comments**

- There were no public comments.

#### ➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Tanya Praest, the October 14, 2020 consortium meeting adjourned at 1:51 p.m. (16 in favor, 0 against).