



Meeting Minutes

October 2, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Jennifer Clement, Washington USD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova 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 1:03 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, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Davis arrived after the roll call and three members who were unable to attend submitted their votes electronically (Center, Galt, and Natomas) which 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 and Sacramento Food Bank were also present for the meeting.

➤ **Approval of October 2, 2019 Meeting Agenda**

- The agenda for the October 2, 2019 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Gary Sutherland, the October 2, 2019 agenda was approved (16 in favor, 0 against). [Center, Galt, and Natomas submitted their vote electronically in favor of approving the agenda.]

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

- Minutes from the September 4, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the September 4, 2019 minutes were approved (16 in favor, 0 against). [Center, Galt, and Natomas submitted their vote electronically in favor of approving the agenda.]
- Approved September 4, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

- MOUs and Award Letters for 19/20 – CAERC Fund E
 - Memoranda of Understanding (MOU) for the Capital Adult Education Regional Consortium’s Fund E, program year 2019-2020, were e-mailed to members on July 10, 2019.
 - As of today CAERC has received 11 signed MOUs.
 - An updated award letter was e-mailed to each member on Friday, September 27, 2019 to document the Fund E reallocation.
 - There has been no news regarding when the state will release the funds for 2019-20.
- 19/20 Member Program Year Budget and Work Plan was due in NOVA September 30, 2019. The consortium must certify the plan by October 30, 2019.
- 19/20 Student Data in TOPSPro Enterprise for Q1 is due October 30, 2019.
- July 1, 2018 to June 30, 2019 instructional hours and expenses by program area (actuals) are due in NOVA December 1, 2019. The consortium must certify by December 31, 2019.
- 18/19 and 19/20 Member Expense Report (Q1) is due in NOVA December 1, 2019. The consortium must certify by December 31, 2019.
- The end of Quarter 2 is December 31, 2019.
- Student Data (Q2) in TOPSPro is due January 31, 2020.

➤ **Select Topics**

Fact Sheets

- Over the next 6 months the consortium will review and discuss each member’s fact sheet. The goal is to have each fact sheet created based on a pool of questions that are uniform throughout the consortium. This fact sheet serves a lot of purposes and multiple versions may be made in order to fulfill each agency’s needs. Members agree that each fact sheet should tell a story and be simple, concise, and to the point.
- Dr. Gilmore suggested adding the date of program establishment. Grace Sauser suggested adding “California Adult Education Program” to make it clear this is the CAEP fact sheet, and it does not reflect the community-based programs that adult schools offer. Lynn Bartlett suggested adding data on what languages are spoken at each agency. Jennifer Clement suggested adding a benchmark when using numbers or percentages to represent data.
- Jennifer Clement inquired whether information should be added regarding IEP or 504 students on the fact sheet for the legislature to show that Adult Education is

working with special needs students. Other members expressed that this could raise challenges down the line. The CAEP program area for Adults with Disabilities is guided by rules and educational code different than the one for K-12.

- Dr. Nye stated the “Who We Are” section, along with site info, and enrollment numbers are all valuable information and should be prominent at the top of the page. He suggested adding demographic data in a quick chart on gender, age, native or non-native speaking, and languages spoken.
- Dr. Rogers emphasized that we, as a consortium, must establish agreed-upon internal procedures in order to understand program efficacy, using these fact sheets as tools. It is an imperative to establish and agree to key metrics to improvement including goal setting and objectives.
- Gary Sutherland suggested that each member provide 1-2 bullet points unique to their program that they would like to see on the fact sheet.
- Bethany Ely will take this feedback and work with Elk Grove and Sacramento City to re-create their fact sheets. These two agencies will present their fact sheets at the November monthly meeting.

Network of Transition Navigators

- This topic was not discussed during the meeting.

➤ **Upcoming Meetings and Events**

- CATESOL Annual Conference, October 3-6, 2019, San Jose
- CAEP Data and Accountability Road Show, Thursday, October 10, 2019, 9:00am to 12:00pm, SCOE, Mather Room
- CCCAOE Fall Conference, October 16-18, 2019, Rancho Mirage
- CAEP Summit, October 29-30, 2019, Garden Grove
- ACSA Leadership Summit, November 7-9, 2019, San Francisco
- CAEAA Conference, January 29-31, 2020, Sacramento
- El Civics Conference North, February 7, 2020, Sacramento
- CAEP TAP Webinars:
 - Census 2020 Webinar: Preparing Your Adult Education Program, Participants, and Community, Friday, October 11, 2019, 11:00am to 12:00pm [hosted by National Coalition for Literacy]

➤ **Upcoming CAERC Meetings**

- CAERC Director’s Workgroup Meeting, Friday, October 4, 2019, 2:30pm – 4:00pm, SCOE Board Room
- CAERC Date & Accountability Workgroup Meeting, Thursday, October 17, 2019, 1:00pm – 3:30pm, SCOE Computer Lab
- Network of Transition Navigators attending Folsom Lake College High School Counselor’s Conference, Friday, October 25, 2019, TBD, FLC El Dorado Center
- CAERC Business Meeting, Wednesday, November 13, 2019, 1:00pm – 2:00pm, SCOE Room C
- CAERC Working Meeting, Wednesday, November 13, 2019, 2:00pm – 3:30pm, SCOE Room C
- WIOA Title II/AEFLA Network Meeting, Friday, November 15, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Director’s Workgroup Meeting, Friday, November 15, 2019, 2:30pm – 4:00pm, SCOE Board Room

- CAERC Date & Accountability Workgroup Meeting, Thursday, November 21, 2019, 1:00pm – 3:30pm, SCOE Library Meeting Room

➤ **Other Items for Discussion or Distribution**

- Lynn Bartlett wants to know if there is regional interest in doing a 3-hour workshop on October 25, 2019 at Sunrise Tech Center for teachers, practitioners, and administrators that are new to GED. Based on responses there is enough interest to go ahead with this workshop.
- Karen Malkiewicz asked for confirmation on administrators attending the Data & Accountability workshop with their data managers. Administrators are encouraged to attend with their data managers in order to get clarification on how data is captured and programs are labeled.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Grace Sauser and seconded by Tanya Praest, the October 2, 2019 consortium meeting adjourned at 2:11 p.m. (10 in favor, 0 against).