



Capital Adult Education Regional Consortium

Meeting Minutes October 3, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Angela Rodriguez, San Juan USD
Angella Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library Authority
David French, Center Joint USD
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Dr. Joyce Hinkson, Sacramento COE
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Laura McCrary, Futures Explored
Lori Martinez, Amador County USD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Michelle O'Camb, SETA
Mike Smith, Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, Elk Grove USD
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD
Dr. Tammy Montgomery, Los Rios CCD

➤ **Other Attendees:**

Beverly Savage, El Dorado County Citizens for Higher Education
Gabe Thomas, El Dorado County Citizens for Higher Education

➤ **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. Ten voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Los Rios, Natomas, Sacramento City, Sacramento

COE, and Twin Rivers). Folsom Cordova, San Juan, and Washington arrived after the roll call, and one voting member who was unable to attend submitted their votes electronically (Galt), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners SETA, Alta CA Regional Center, Sacramento Public Library Authority, Futures Explored, and Sacramento Food Bank were also present for the meeting.

➤ **Approval of October 3, 2018 Meeting Agenda**

- The agenda for the October 3, 2018 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Kelly Hunkins, the October 3, 2018 agenda was approved (15 in favor, 0 against). [Galt submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of September 12, 2018 Meeting Minutes**

- Minutes from the September 12, 2018 Consortium meeting were reviewed. Grace Sauser suggested two verb tense modifications under Program Year Budget for 2018-19.
- On a motion by Sue Gilmore and seconded by David French, the amended September 12, 2018 minutes were approved (17 in favor, 0 against). [Galt submitted their vote electronically in favor of approving the September minutes.]
- Approved September 12, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **Adult Education Program (formerly AEBG) Updates and Deliverables**

Memorandum of Understanding between CAERC Members and Sacramento County Office of Education for 2018-19

- The MOUs and award letters were sent electronically to members in mid-July. CAERC is still waiting on signed MOUs from Amador and Twin Rivers.
- MOU payments are expected to arrive within the next few weeks. The first payment will contain July and August's allocation and there will be eleven installments after that.

Member Expense Report for 2016-17 and Quarter 4

- The due date for the 2016-17 expense report and the expenditure report for quarter 4 was extended by our consortium to October 11, 2018. Programming issues in NOVA have been resolved.

Consortium Certification of Quarter 4 for 2017-18

- Consortium certification is due October 31, 2018. Once all members have submitted, the consortium lead will certify for the consortium.

Program Year Budget for 2018-19

- Budget for Fund D and carryover from Fund C were due in NOVA by September 30, 2018. Extensions will be given if NOVA is still experiencing programming issues. CAERC staff are waiting for the state to provide the new deadline.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- CAERC staff are in the process of designing and rolling out the survey of students to target marketing efforts.
- The first of four Asset Map Data Entry Trainings will be held in the SCOE computer lab on October 16, 2018 from 9:00am-11:00am.

Director's Workgroup

- The Director's Workgroup will meet on October 12, 2018 from 2:30pm to 4:00 pm. Members will continue working on the 3-year plan template. All members are required to

participate in Business Meetings and Director's Workgroup meetings as a condition of receiving funds from the Adult Education Program.

Transition Specialists Workgroup

- Transition Specialists have been invited to attend the working meeting after today's business meeting to present and participate in a discussion about future consortium-level work for this regional strategy. This will be the start of the Transition Specialists Workgroup meetings for 2018-19

Data & Accountability Workgroup

- The first Data & Accountability Workgroup of the year met on September 20, 2018.
- A hands-on Data & Accountability Workgroup meeting will be held in the SCOE computer lab on October 9, 2018.
- A warm up activity was conducted to assess the knowledge of the group on key data collection and reporting requirements. One area that caused confusion was the categorization of stand-alone classes such as MS Word or Excel, or a class on job search strategies. These should be categorized as Workforce Re-Entry rather than CTE.
- There was also confusion about which program areas student demographic data is required. Demographic data must be collected for students enrolled in all 7 program areas.
- Members reviewed their AEBG Summary reports for 2017-18 and familiarized themselves with the definitions of the various columns as defined by the CASAS-developed Info Sheet.
- Dr. Rogers requested a simplified report that can be shared with the superintendents. Dr. Nye suggested the consortium develop a standard format with visuals providing the information such as the number of high school diplomas issued and numbers of students served.

Curriculum Alignment Workgroups

- The ESL Alignment Workgroup conducted two Local Area ESL Implementation Trainings on Friday, September 21 and September 28, 2018. The training on September 21, 2018 was hosted by Sacramento City at Charles A. Jones Career & Education Center and included teachers from Sacramento City, Washington, and Davis. The training on September 28, 2018 was hosted by San Juan at Sunrise Tech Center and included ESL teachers from San Juan and Natomas.
- Based on the request from teachers, a training will be held at SCOE on November 30, 2018 from 9:00 am to 12:00 pm about the Stand Out text-book series used by many CAERC members in their programs for English as a Second Language. More details will be available soon.

➤ **Professional Development**

- The AEP office, in partnership with WestEd, is hosting Data & Accountability trainings on new data tools to support the consortium's 3-year planning processes. These training days will be offered in person in each region and will focus on three types of data and tools important to planning. Our region's training will be held on Tuesday, October 30, 2018 from 9:00am to 3:00 pm at the SCOE Conference Center. Registration is available at register.aebg.org.
- Purchase orders have been allocated to members from the consortium-level Data & Accountability fund so members can attend events and professional development related to student data collection and reporting. These funds must be spent and invoices submitted to CAERC by November 15, 2018.

➤ **Network Meetings**

- The first ELA Network meeting was held on September 14, 2018. Teachers from San Juan and Folsom Cordova attended the meeting. The group reviewed two new ERWC modules

adapted for adult education: one for ABE at the 7th grade level and another for ASE at the 11th grade level.

- The first Math Network meeting will be held on October 5, 2018.
- The first ESL Network meeting will be held on November 5, 2018.

➤ **Director's Report**

- Bethany Ely attended the Consortia Leads event on September 27-28, 2018 on behalf of Branka Marceta who was out of the office. Thursday, September 27th was onboarding for new consortia leads and provided an overview of data collection and AEP TAP. Friday, September 28 provided training and networking for all consortia leads.

➤ **Upcoming Meetings and Events**

- AeriesCon, October 8-9, 2018, Sacramento
- CCCAOE, October 11-12, 2018, Rancho Mirage
- ACCE, Northern Drive-In Workshop, October 19, 2018, Sacramento
- ASAP Conference, October 22-23, 2018, Anaheim
- ACSA Leadership Summit, November 8-10, 2018, San Diego
- CTE Conference by CALCP & CAROCP, November 14-16, 2018, Rancho Mirage
- California Economic Summit, November 15-16, 2018, Santa Rosa
- CATESOL Annual Conference, December 6-9, 2018, Anaheim
- AEBG TAP Webinars:
 - Andragogy for the 21st Century, Wednesday, October 10, 2018, 12:00pm-1:00pm
 - Leveraging AEBG to Improve Community Partnerships, Wednesday, October 24, 2018, 12:00pm-1:00pm
 - Adult Education Data & Accountability, Wednesday, October 24, 2018 1:30pm-3:00pm
 - 3 Year Planning Process Data & Accountability Regional Training, Tuesday, October 30, 2018, 9:00am-3:00pm, SCOE Conference Center
 - CA Career Pathway System Building, Wednesday, November 14, 2018, 12:00pm-1:00pm

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Grace Sauser, the October 3, 2018 consortium meeting adjourned at 2:12 p.m. (16 in favor, 0 against).