



Capital Adult Education Regional Consortium

Meeting Minutes

October 4, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE
Alyson Collier, Center USD
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Branka Marceta, CAERC
Breanna Besseling, CAERC
Brett Wolfe, San Juan USD
Cindy Le, Alta Regional Center
David Publicover, El Dorado COE
Denyse Curtright, CA Dept. of Developmental Services
Diana Batista, SCOE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Joyce Hinkson, SCOE
Karen Malkiewicz, Elk Grove USD
Keven MacDonald, Natomas USD
Kiu Chuong, SCOE/CAERC
Michelle O'Camb, SETA
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sue Lytle Gilmore, Sacramento City USD
Susanna Munzell, Sacramento ESL

➤ **Welcome:** Al Rogers, Deputy Superintendent, SCOE

The meeting started at 1:10 pm because the quorum was not met at 1:00 pm. Roll call of members was taken. Ten members were present at time of roll call (Center, Davis, El Dorado, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, San Juan, SCOE, Washington) and 1 member submitted their votes electronically prior to the meeting (Galt), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of October 4, 2017 Meeting Agenda**

- The agenda for the October 4, 2017 Consortium Meeting was reviewed.

- Branka Marceta requested to add an item to the agenda: to highlight her Washington D.C trip.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the October 4, 2017 agenda was approved with the added agenda item (14 in favor, 0 against).
 - Lisa Pettis, Galt USD, submitted an electronic vote

➤ **Approval of September 13, 2017 Meeting Minutes**

- Minutes from the Consortium Meeting were reviewed.
- Renee Collins noted an error under “Members and Partners Present.” Melissa Baldwin is stated to work for Folsom Cordova USD. This should be updated to say “Washington USD.”
- Branka noted an error under “Members and Partners Present.” Branka is not listed as being present.
- On a motion by Sue Gilmore and seconded by David Publicover, the September 13, 2017 minutes were approved (13 in favor, 0 against, 1 abstain).
 - Lisa Pettis, Galt USD, submitted an electronic vote
 - Alyson Collier, Center USD, abstains.
- Approved September 13th minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 16/17 Fund B MOU Addendum

- The Fund B MOU Addenda were emailed to the members on Tuesday, August 29.
- Center, Elk Grove, Folsom Cordova, Galt, Natomas, Sac City, San Juan, and Washington have submitted signed MOUs; Davis, El Dorado, and Twin Rivers have yet to sign and return their MOU.

FY 17/18 Fund C

- Kiu informed members that the Chancellor’s office sent out a letter last Friday, September 29th stating that it will take approximately 3 weeks for SCOE to receive the Fund C funds.
- Once the funds are received, SCOE will mail out the members’ allocation checks with directions on how to deposit the funds.
- A link to this letter can be found on the annotated agenda.

AEBG Crosswalk Committees & Field Teams

- The Adult Education Block Grant, which comprises the Chancellor’s Office and CDE, sent out an invitation for ESL, English, and Math teachers/coordinators to participate in the AEBG Crosswalk Committees and field teams.
- Each committee will meet twice to establish a crosswalk to determine equivalencies between the educational functioning levels (EFLs) associated with the national reporting standards (NRS) and the CB21 levels associated with community college placement into levels below college-level coursework.
- Diana attended the ESL workgroup last Monday, October 2nd.

- The English workgroup met on Tuesday, October 3rd; the Math workgroup will meet on Tuesday, October 10th.
- The information the group gathers will be taken to AEBG for the Chancellor's Office and CDE to review.
- Jamey Nye inquired about what CB21 codes the group were looking at as the codes he has worked with are not very descriptive.
 - Diana said the codes were descriptors specific to what students need to achieve by the end of the course.
 - The codes focus on four skill areas: listening, speaking, reading, and writing with a higher focus on writing skills.
 - One of the community college representatives in the ESL group compared it to BICS (Basic Interpersonal Communication Skills) vs CALPs (Cognitive Academic Language Proficiency).
- Jamey informed the group that the California Community College has worked on creating placement tests driven by student outcomes.
 - Sacramento City College will act as a pilot college once the tests are ready to launch.
- AB 705 requires students at the community college level to be ready to transfer to a 4-year university within a year; ESL students are expected to be transfer-ready in 3 years.
 - To support this change, adult education needs to focus on CAERC's alignment efforts to build the skills of adult education students in the region.
- Grace Sauser mentioned that students are currently tested on functional rather than academic English; this is something that needs to be addressed.
- The AEBG Office is looking for qualified candidates to serve on the Adult Education Field Team. This group of adult education professionals will work together to ensure that high-quality and effective programs are delivered at the regional level so CA's adult learners have access to the education and resources they need to meet their educational and career goals. The team's role is to provide recommendations to the AEBG Office to help ensure the AEBG program is being implemented properly and effectively.
 - If interested in applying for the field team, apply by October 23. Those who are selected will be notified by Nov. 30. The term of service for selected members will be three years, to coincide with the required consortium three-year planning process.
 - In order to apply, applicants will need to submit their resume and two letters of endorsement, this letter can be from a CAERC member. Applicants must have at least 5 years of experience in Adult Education.
- Jamey informed members that under AB 705, community college students will now be asked to provide their GPAs as colleges are required to use multiple measures in determining course placement.
 - If too difficult to acquire student GPAs, students can self-place.
 - This may prove difficult for adult learners as many programs do not give grades or GPAs and students may be confused about accurate self-placement
 - When asked if a rubric could be developed for self-placement, Jamey said a student learning outcomes rubric can be created.

AEBG TOPSpro Enterprise 1st Quarter DIR Due 10/31/17

- The 1st quarter DIR for 17/18 is due to aebg@casas.org and caersubmit@scoe.net on October 31, 2017.
- All members and staff that attended the Data and Accountability workgroup on Thursday, September 28th received a binder with the specific requirements for the DIR submission.

Update on Collection of Personally Identifiable Information

- On August 24, CDE sent out a Data Privacy Memo to all WIOA II funded programs. Only some of our members are WIOA funded.
- When asked whether the AEBG office would be providing guidance on this matter, Neil Kelly said they will not. "AEBG does not plan to release guidance on collecting Personally Identifiable Information and will refer to existing guidance for state funding from their state agency and/or district/county office."
- Based on the information Branka has gathered from CAERC members, there are multiple other measures collected instead of using student's social security numbers across the region.
- An ad hoc workgroup has been scheduled for Friday, October 6 from 1:00- 3:00 pm at SCOE to discuss a universal form for members to use as well as alternative data to collect besides social security numbers.
- Sue Gilmore shared with members an email that Carolyn Zachary sent out regarding job placements and federal funding requirements; she has been invited to join this discussion on Thursday, October 5 from 10:00- 12:00 pm; updates to follow.

Pre-Apprenticeship Construction Training (PACT) Update

- Branka attended the first advisory committee meeting of the Pre-Apprenticeship Construction Training (PACT) at Bryte Career & College Training Center on October 2.
- PACT is a 20-month grant (May 2017- January 2019) through Washington USD and the Northern California Construction Training (NCCT).
- The goals of the grant is to identify and recruit pre-apprentice students (80 high school youth and 80 adults), provide them with classroom and hands-on training to prepare them for successful entry into registered apprenticeship programs, create and expand partnerships with local apprenticeship, workforce, and support agencies, and collect, analyze, and disseminate best-practices, research, and innovative program development to relevant entities.
- Branka shared with members data from the summer program regarding participating adult learners, which ran from July to August. There were 36 students enrolled and 20 certificates completed including the 40 hour Hazwoper, Work Zone Safety Traffic Control, Powder Actuated Tools-Hilti, First Aid- CPR, and 10 Hour OSHA
 - On average, students scored 226 on the CASAS math pre-test and 233 on the post test; for the CASAS reading test, students scored 230 on the pre-test and 245 on the post test.

- 9 students enrolled with no HS Diploma or HSE, 5 were working with 4 receiving support services, 8 were working more than 45 days, and 9 were working less than 45 days.
- Branka will continue to serve on the advisory team and work on the Industry Sustainability Plan which will help identify and find ways to secure continued funding for the program after the 20-month period concludes.
- The advisory sub-committee collaborates with the Health and Human Services Agency in Yolo County, the WUSD Adult School, and the Northern California Construction Training (NCCT).
- Branka encouraged members and partners to “like” the Bryte Career and College Training Facebook page.

➤ **Workgroup/ Subcommittee Updates**

Data & Accountability Workgroup

- The Data & Accountability workgroup met on Thursday, Sept. 28. New Registration Toolkits and resource binders were provided to members.
- The binder includes the D&A meeting dates, deadlines for Data Integrity Reports, intake resources, summarized reporting outcomes, guidance from the AEBG office, CASAS skill level descriptors, and Data Integrity Report action plans.
 - Members will work to improve their action plan every quarter.
- The workgroup spent a majority of their time reviewing the AEBG Accountability Training PowerPoint presentation that will be presented on October 10th at SCOE.
 - Bethany presented on the most relevant slides and created a document that outlines all relevant information for data managers.
- The workgroup also discussed the need for an ASAP training as the ASAP conference in November has already reached capacity.
 - There will be an ASAP training at Charles A. Jones on Thursday, November 9th from 9:30-12:30; an email regarding this training was sent out by Bethany.
- The new registration toolkits contain registration forms and definition cards in 9 additional languages (Cambodian, Farsi, Hindi, Korean, Lao, Pashto, Thai, Ukrainian, Urdu).
 - All members should have received the first registration toolkit last May.
- The toolkits will help students complete the barriers to employment section of the registration form and improve the accuracy of our consortium’s data.
- Members requested a training be scheduled to explain how to accurately use the registration forms and definition cards; Bethany will arrange a training for agencies with this need.

Alignment Workgroups

- The Math Alignment Group had their first network meeting on Friday, September 28th.
- Although the turnout was small, participants gained a lot of skills and knowledge from the meeting.
- Matt Wallace, a professor at UC Davis and newly hired CAERC temp exempt, did an excellent job facilitating the meeting and focused on how to develop students’ number sense.

- A list of network meetings for Math, ESL, and ELA are located in the meeting packet.
- For the ERWC training, Marcy Merrill will be developing a 2-day adult education ERWC training. The training will be held on Friday, November 3 from 8:30-3:30 and on Friday, February 2 from 8:30- 3:30 at SCOE. Attendees will receive an additional half day training on Friday, December 1 from 1:00-4:30 during the ELA Network meeting.
 - Marcy currently works at Sacramento State and has been facilitating ERWC trainings with the Curriculum & Instruction department at SCOE.
 - All ABE, ASE, and High School Equivalency teachers are encouraged to attend.
 - Marcy will be teaching the modules that the alignment group has modified for adult education.
- Members discussed how to bridge the gap between adult education course content and community college degree-applicable courses and how the ERWC modules can help bridge this gap.
 - Currently, community colleges will only allow students to repeat a course three times before they have to take it at a different institution.
 - Jamey Nye mentioned how repeatability of courses can negatively affect student's financial aid as all Los Rios Community College courses are credit-bearing; if students are consistently repeating courses, they might exhaust their financial aid before they transfer to a CSU.
 - Grace Sauser mentioned having the adult education schools and community colleges enact something similar to the EAP system between the community colleges and the CSUs. This consisted of the students having to enroll in community college courses if they did not pass the EAP and EPT tests in their senior year of high school.
- Branka interjected to inform members that they still have two additional time-sensitive topics to discuss during the meeting; she moved to table the ELL Navigator Pilot Update by Michelle O'Camb to the next meeting.

RFP Workgroup

- Branka reminded members of the RFP workgroup on Friday, October 6 from 9:00 - 12:00 pm.
- The 2017-18 Annual Plan includes the creation of an RFP/RFPs to address professional development (\$60K) and leveraging resources (\$40k). This workgroup will discuss the details of the RFP.

➤ **ELL Navigator Pilot Update**

- Branka moved to table this discussion to the November 8th consortium meeting.

➤ **DACA Discussion**

- Jamey wanted to discuss DACA to ensure that members and staff know where to find accurate DACA resources and to see where adult schools are with the process.
- The community colleges are recommending all students continue enrolling for courses, applying for financial aid, and renewing their DACA if eligible.

- The community colleges will not submit any student information unless required by the state with a warrant.
- Jamey shared with members and partners a guide that their union created and can be found in the meeting packet.
- President Trump’s decision to terminate DACA is not condoned by the community colleges statewide as the Chancellor described it as “a heartless and senseless action that goes against American ideals and basic moral decency.”
- DACA students are eligible for the “Promise Grant Waiver” under AB 540 which allows students to qualify for exemption from out-of-state tuition.
- Diana provided highlights of the “Schools and Immigration Issues” forum hosted by SCOE, Supervisor Patrick Kennedy’s office, and the Latino- Jewish Forum, which discussed DACA.
 - At the forum, information on scholarships to help pay for the DACA renewal fees was shared.
 - The forum highlighted how Sac City USD has acted as a model across the state for being a safe haven to students. Sacramento schools across the region will be safe havens.
 - Panel members wanted to stress the importance of providing the region with accurate DACA information.
- Jamey shared with the group an app called “Pocket DACA” which provides real-time resources and information.

➤ **Upcoming Meetings and Events**

- Bethany announced the Asset Map Data Entry Training on Monday, October 16 from 9:00- 11:00 am. At this training Nancy O’Neil will provide training on entering and modifying class and program information on the Asset Map website.
 - CAERC members will want to identify one staff member to keep their site information up-to-date in order for the website to be effective.
- Bethany shared that there will be a TOPSpro Basics Training at Charles A. Jones on Tuesday, October 17. This training will contain the same information as the training being held at SCOE On October 11.
- For all meeting dates and details, please refer to the CAERC calendar at www.caerc.org.
- Branka reminded the group of the AEBG Data Collection & Accountability Regional Training on Tuesday, October 10 from 9:00- 3:30 pm at SCOE’s Conference Center.

➤ **Other Items for Discussion or Distribution**

- Branka congratulated Gary Sutherland for being awarded the ACSA Adult Education Administrator of the year; he will be honored at the ACSA Conference on November 2-4 in San Jose.
- Branka provided highlights from her trip to Washington D.C. where she met Congressman Ami Bera whose district includes Rancho Cordova. She was able to talk with Dr. Bera about the Asset Map website and suggested that he include it in his list of resources. Branka is currently working with his legislative assistant to get the website added to his office’s resource list.

- After the meeting adjourns, there will be Regional Collaboration from 2:30- 3:30 pm where members and partners will discuss Integrated Education and Training definitions.
- From 3:30-4:30 pm, members are welcome to view the AEBG Training webinar “Increasing Rigor across Adult Education Instruction.”
 - This 3-part event for ABE, ASE and ESL teachers and administrators will be facilitated by Jayme Adelson-Goldstein and will include:
 - An introductory webinar on October 4, 2017 from 3:30 to 4:30 pm.
 - A 6-hour face-to-face workshop on Monday, October 16, 2017 from 9:00 am to 3:00 pm at Colusa County Office of Education in Williams, CA.
 - A spring 2018 webinar to report back on implementation of the strategies learned, date and time TBD.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by Sue Gilmore and seconded by Alyson Collier, the October 4, 2017 consortium meeting adjourned at 2:28 p.m. (14 in favor, 0 against).