



Meeting Minutes

November 13, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Amrita Singh, SCOE
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Cassandra 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
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Laurelle Mathison, Natomas USD
Leanna Miller, Folsom Cordova USD
Lisa Martin, Folsom Cordova USD
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Mike Smith, SCOE
Neda Anasseri, OTAN/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Phillip Louie, Sacramento Public Library Authority
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 1:05 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, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Davis arrived after the roll call and one member who was unable to attend submitted their votes electronically (Natomas) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library Authority and SETA were also present for the meeting.

➤ **Approval of November 13, 2019 Meeting Agenda**

- The agenda for the November 13, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the November 13, 2019 agenda was approved (14 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]

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

- Minutes from the October 2, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the October 2, 2019 minutes were approved (14 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]
- Approved October 2, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

- 19/20 Student Data in TOPSPro Enterprise for Q1 was due October 31, 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.
 - CASAS representatives highly recommend that each agency's data manager run the report one more time and compare it to what was entered in NOVA before the actuals are submitted.
- 18/19 and 19/20 Member Expense Report (Q1) is due in NOVA December 1, 2019. The consortium must certify by December 31, 2019.
 - CAERC will host a budget meeting on Friday, December 6, 2019 from 1:00pm – 2:00pm.
- The end of Quarter 2 is December 31, 2019.
 - The end of Quarter 2 marks the deadline to expend all the funds from CAERC Fund D (2018-19). Members will submit their budget ledger by February 2020.
- Student Data (Q2) in TOPSPro is due January 31, 2020.

➤ **Select Topics**

Fact Sheets

- Over the course of the next year, CAERC will be reviewing and editing each member's fact sheets. Members agree that it is important to include having accreditations listed and prominently displaying a mission statement and locations.
- Having languages listed instead of race helps to give a better overview of the member. Dr. Nye suggests listing the percentage of speakers for each language listed. Dr. Rogers suggests showing as many metrics as possible to advertise to the majority of people reading the fact sheet.
- One consistent question members have is who is the predominant audience? The "12+ hours of instruction" graphic may not resonate with a lot of readers. To solve this, one suggestion is to use "number of instructional hours" instead. Another suggestion is to have fact sheets for different audiences.

- Diana Batista suggests adding www.capitaladulted.org or the school's website to each fact sheet.
- Dr. Nye suggests changing the back of the fact sheet from tables to graphics to help it stand out and resonate with more people.

Network of Transition Navigators

- The first Network of Transition Navigators meeting was held on Friday, September 20, 2019. Amador, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Sacramento City, San Juan, and Twin Rivers sent representatives. The group reviewed the goals, activities, deliverables, and scheduled events for this year.
- The second meeting took place at the High School Counselor's Conference on Friday, October 25, 2019 at Folsom Lake College. Representatives from Amador, Center, Davis, El Dorado COE, Folsom Cordova, San Juan, Twin Rivers, and Washington attended this event. Topics included the Transfer Admission Guarantee program, the new enrollment process at FLC, Promise Program and Financial Aid, new process for Advanced Education, and Guided Pathways.
- Per the CAERC Plan, those who participated need to be given time during staff meetings to report what they learned.
- The third meeting was held at the Sacramento City Unified School District America's Job Center of California on Friday, November 8, 2019. Amador, Center, Davis, Elk Grove, Folsom Cordova, Galt, Sacramento City, Twin Rivers, and Washington sent a representative to attend.

➤ **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
- COABE Conference, April 5-8, 2020, Baltimore, MD
- CCAE State Conference, April 23-25, 2020, Sacramento
- CAEP TAP Webinars:
 - Assessment to Instruction, Wednesday, November 13, 2019, 12:00pm – 1:00pm
 - Effective Vocabulary Instruction, Wednesday, November 20, 2019, 1:00pm – 2:00pm

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Monthly Business Meeting, Wednesday, December 4, 2019, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, December 4, 2019, 2:00pm – 3:30pm, SCOE Mather Room
- CAERC Budget Meeting, Friday, December 6, 2019, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, December 6, 2019, 2:30pm – 4:00pm, SCOE Mather Room

- CAERC Network of Transition Navigators visiting EGACE AJCC, Friday, December 13, 2019, 10:00am – 2:00pm, 8401 Gerber Rd, Sacramento, CA 95828
- CAERC Data & Accountability Workgroup Meeting, Thursday, December 19, 2019, 1:00pm – 3:30pm, SCOE Library Meeting Room

➤ **Other Items for Discussion or Distribution**

- Diana Batista reminded everyone to check the CAEP TAP Newsletter for information and resources regarding Census 2020.
- Dr. Rogers announced that he accepted a Superintendent position with Merced City School District and will be leaving SCOE at the end of the year. His official first day with MCSD is January 1, 2020.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the November 13, 2019 consortium meeting adjourned at 2:02 p.m. (15 in favor, 0 against).