



## Meeting Minutes November 4, 2020

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD  
Angela Rodriguez, San Juan USD  
Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento COE  
Brenda Avalos, Galt Joint USD  
Casandra Issaka, Sacramento Public Library  
David French, Center Joint USD  
David Rodriguez, Natomas USD  
Gary Sutherland, El Dorado COE  
Grace Sauser, Davis Joint USD  
Dr. Jamey Nye, Los Rios CCD  
Jay Berns, Washington USD  
Karen Malkiewicz, Elk Grove USD  
Karen Shores, Yolo COE  
Kelly Hunkins, Amador County USD  
Kiu Chuong, CAERC/SCOE  
Michael Gillespie, El Dorado COE  
Michelle O’Camb, SETA  
Patricia Black, CAERC/Sacramento COE  
Penny Pearson, OTAN  
Renee Collins, Sacramento COE  
Renee John, Valley Vision  
Rhonda Balmain, Folsom Cordova USD  
Richard Judge, San Juan USD  
Shelley Tompkins, Center Joint USD  
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. Eleven voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Folsom-Cordova, Galt, and Washington arrived after the roll call. This 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, SETA, Valley Vision, and Yolo COE were also present for the meeting.

➤ **Approval of November 4, 2020 Meeting Agenda**

- The agenda for the November 4, 2020 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the November 4, 2020 agenda was approved (14 in favor, 0 against).

➤ **Approval of October 14, 2020 Meeting Minutes**

- Minutes from the October 14, 2020 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the October 14, 2020 minutes were approved (14 in favor, 0 against).
- Approved October 14, 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 31, 2020 – Student data due in TOPSpro (Q1)
- 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: Davis Joint USD Adult Education and El Dorado COE Adult Education**

- Grace Sauser presented Davis Joint USD Adult Education fact sheet. Davis Adult Ed had issues with some of their data for their 2019-20 Parent-Child K-12 Success Program and Workforce Preparation Programs. Both of these programs did not report in TE and the data had to be pulled out of ASAP after the numbers were reported in NOVA Program Area report. In the spring of 2020 they had a number of students dropout due to distance learning. When talking about the 12+ hours of attendance for a student to count as an enrollee, these numbers are really not indicative of the number of students they had contact with and served last year. They had quite a few students enroll, go through orientation, and then not come back when classes switched to distance learning. For the high school program, any students that enrolled in February that did not continue did not meet the 12-hour minimum. They had 42 students served in the High School Diploma Program, but only 15 of them counted because of the 12-hour rule.
- Sometimes numbers look really small due to the 12-hour minimum. Their school does not offer 5-day a week 8-hours a day classes. Their ESL classes only meet 4 hours a week and high school diploma students are only required to attend 1 hour per week. For the high school diploma students who did attend at least 12 hours - they had tremendous success last year with 80% of them receiving their high school diploma.

- Davis launched their Nursing Assistant Program last year and they are still working on building up enrollment. They had two small cohorts last year and one of them finished after schools were shut down for in-person learning. They found a new instructor to teach this year's cohort and hope to start it within the next couple of weeks.
- Gary Sutherland presented EDCOE's fact sheet. In spite of the modified instructional year due to COVID-19, EDCOE had a productive 2019-20 program year. During 2019-20 they had 177 enrolled students and 75% of those students were between the age of 18 and 39. 77% of enrolled students had 1 or more employment barrier. 60% of enrolled students are/were incarcerated. EDCOE provides educational services to both South Lake Tahoe and Placerville jails as well as probation. Their largest program area is Adult Secondary, K-12 High School Diploma, and GED Equivalency. 25 high school diplomas or equivalencies were earned last year. The main funding source for EDCOE is CAEP funding.
- This fact sheet only shows a partial picture of what EDCOE offers, since they also belong to the Lake Tahoe Adult Education Consortium, where they report their outcomes from the programs on the "east slope".
- EDCOE has a Pearson VUE Testing Center which has been operating for 7 weeks now. Their Adult Education Program is also offering in person testing and instruction with the proper social distancing measures.
- Karen Malkiewicz asked Gary how their jail program is going. They are still very busy at both jail locations and both teachers are running their programs through distance learning. The inmate services officers at both jails have been picking up and delivering the work for the teachers. The teachers are continuing to grade and assign work. One difficulty so far has been assessment.

### **Reopening Plans**

- Natomas was supposed to reopen on November 16, 2020 but was pushed back to December 14, 2020 due to an agreement between Natomas and the NTA. This date could be changed again if things change.
- San Juan is planning on opening January 5, 2021. They will offer on-site classes only in the morning. They will have a combination of fully online students and hybrid students. They also plan on offering new community education classes that will be strictly online.
- Twin Rivers is planning on opening January 19, 2021. They do not have a CSEA MOU in place and they haven't been able to test students. Worst case scenario is that they may reopen on January 19<sup>th</sup> for just testing and then work on the hybrid classes.
- Davis is planning on opening January 4, 2021 but it may change depending on what happens in the county before then. They will be adding computer lab hours for those who are having trouble accessing technology. They are also looking into implementing face-to-face testing in the next few months.

### **Share Out After CAEP Summit**

- Branka Marceta shared that it seems that up and down the state it is the more rural areas that are able to re-open versus the more densely populated areas. A colleague from Huntington Beach shared that they are reopening next week for in person classes and the district purchased technology to be able to live stream their classes, even for adult education programs.

- Kelly Hunkins gave kudos to Renee Collins and the CAEP TAP staff on the online conference well done. One thing she learned from the keynote speaker is that when the emphasis is on educating women, the impact on society is higher.
- Branka Marceta noted that Valley Vision colleagues are organizing about Fostering Economic Recovery with a Diversified Workforce to take place on December 1, 2020. More information will be sent out to members.

➤ **Upcoming Meetings and Events**

- CAEP Considerations for Implementing Distance Learning and Recording Outcomes, Tuesday, November 10, 2020, 1:00pm – 2:30pm
- CAEP TAP Webinars:
  - Implicit Bias, Thursday, November 12, 2020, 12:00pm
  - Strategies for Talking about Race in the Classroom, Thursday, December 3, 2020, 12:00pm
  - Action Steps for Teachers and Programs Address Racial Equity, Wednesday, December 16, 2020, 12:00pm

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Business Meeting, Wednesday, December 2, 2020, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, December 2, 2020, 2:00pm – 3:30pm, Online
- CAERC Budget Workgroup Meeting, Friday, December 11, 2020, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, December 11, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, December 17, 2020, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, December 18, 2020, 10:00am – 2:00pm, Online

➤ **Other Items for Discussion or Distribution**

- There were no items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Tanya Praest and seconded by Gary Sutherland, the November 4, 2020 consortium meeting adjourned at 2:05 p.m. (17 in favor, 0 against).