



## Meeting Minutes December 2, 2020

➤ **Members & Partners Present:**

Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento COE  
Casandra Issaka, Sacramento Public Library  
David Rodriguez, Natomas USD  
Gary Sutherland, El Dorado COE  
Grace Sauser, Davis Joint USD  
Dr. Jamey Nye, Los Rios CCD  
Jay Berns, Washington USD  
Jesse Flores, Valley Vision  
Karen Malkiewicz, Elk Grove USD  
Karen Shores, Yolo COE  
Kelly Hunkins, Amador County USD  
Lisa Pettis, Galt Joint UHSD  
Kiu Chuong, CAERC/SCOE  
Dr. Nancy Herota, CAERC/Sacramento COE  
Patricia Black, CAERC/Sacramento COE  
Renee Collins, Sacramento COE  
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 1:01 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, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Washington). Davis, and Twin Rivers 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, Valley Vision, and Yolo COE were also present for the meeting.

➤ **Approval of December 2, 2020 Meeting Agenda**

- The agenda for the December 2, 2020 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Kelly Hunkins, the December 2, 2020 agenda was approved (14 in favor, 0 against).

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

- Minutes from the November 4, 2020 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the November 4, 2020 minutes were approved (15 in favor, 0 against).
- Approved November 4, 2020 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

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

- 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)
- February 28, 2020 – Preliminary Allocations for 2021-22 and 2022-23 released by this date.

➤ **Select Topics**

**Fact Sheets: Elk Grove USD Adult and Community Education and Folsom Cordova USD Adult Education**

- Enrollment at Elk Grove Adult is down a little bit due to the COVID-19 closures. Branka Marceta commented that it is interesting that Farsi is not listed in the top 3 languages spoken considering the growing Afghani population in the region. CAEP funds make up 45% of Elk Grove Adult Education funding. At this time it is not used for the correctional education programs, which are funded out of WIOA II/AEFLA and K-12 Adult Ed Jail Funds.
- The Elk Grove Adult Jail Program consists of 2 locations: the Rio Cosumnes Correctional Center and the Sacramento County Main Jail. Their vocational programs are only offered at the Rio Cosumnes Correctional Center. Between the two locations, currently they offer ABE, ASE, ESL, parent education, and a variety of career tech programs. At some point they plan on offering vocational training at the main jail as well.
- Richard Judge asked what is in place for those students who are not finished with their programs before they are released? At this point there is not anything customized in place for the re-entry formerly-incarcerated population, and they are encouraged to attend the programs at the main campus upon release.
- Dr. Herota asked if the adult re-entry students are a different population of students then the ones Richard asked about. SCOE provides support to help the adult re-entry students' transition. Branka Marceta will ask Chris Allen from SCOE to meet with us in a future meeting to discuss ways some collaboration and cross-referrals could happen.
- Dr. Nye asked Karen Malkiewicz how they structure their classes in their jail program for inmates who get moved from one area to another. For example, if an inmate completed 4 weeks of work and then gets moved to a different area in the jail, are

- they able to pick up their work at week 5 or do they have to start over? If an inmate is being moved to an area where they are allowed to attend class, then they can pick up where they left off. If an inmate was being moved from low security to high security, then they would not be able to attend classes any longer.
- Compared to the school year 2018-19, Folsom Cordova USD Adult Education saw a significant decline in their high school diplomas in 2019-20 which was likely due to COVID-19 and having to shut down in the middle of spring. They had a 10% increase of Spanish speaking students in their ESL classes, and had an 11% decrease in their CTE courses.
  - Dr. Herota suggested adding a footnote to the 2019-20 and 2020-21 fact sheets that explains how COVID-19 affected enrollment and participation. Members agree that this is a good idea.
  - Folsom Cordova Unified School District Board of Education included adult students in the decision to allow high-school seniors who are on track to graduate by May 2021 to use the state minimum requirements for graduation.

**CAERC Regional Strategy 5: Increase K-12 Adult Education to Workforce and Postsecondary Transition with Student Outreach Services, CAERC Network of Transition Navigators**

- Allocation checks for July through October will be sent out to members by the end of next week.
- CAERC Regional Strategy 5 aims to increase opportunities for adult learners to successfully transition into the workforce and postsecondary education. Each member's Fund F MOU includes \$35,000 to fund these activities, not as a position, but as one or more staff assigned to attend meetings to learn and share back with other staff and students at their agency. Members can check their attendance for these meetings in the shared public document listed in the calendar invites for business meetings. Opportunities should be made available for the transition navigator to share what they have learned during staff meetings at each school.
- The Network of Transition Navigators are meeting monthly and building capacity within the region to understand all of the options that our adult learners have when it comes to transitioning into postsecondary or the workforce.
- Two months ago CALSOAP presented to the group about financial aid options. Attendees found this information valuable on both a personal and professional level. Other workshops are being set up with SETA. The group will also be presenting during a monthly meeting by Valley Vision's Sacramento Coalition on Digital Inclusion about adult education system's efforts to support adult learners with increasing digital skills.
- CAERC's Career Choices and Changes class is accepting enrollment for the next class starting on January 25, 2021.
- In the Three-year Plan CAERC proposed a Lead Transition Navigator position that would act as a liaison between the adult schools and the community colleges. Due to the COVID-19 pandemic this position was put on hold and funds were used to start the Career Choices and Changes class. The Lead Transition Navigator position will be reintroduced and discussed further next year.

Los Rios has a new interim Associate Vice Chancellor of Instruction, Torence Powel. He is filling in Dr. Tammy Montgomery's position in the Economic and Workforce Development Division, until there is formal process to hire permanently in the spring of 2021.

➤ **Upcoming Meetings and Events**

- CASAS EL Civics Conference Series, Virtual, Ongoing
- CAEAA Conference, Virtual Event, TBD, Usually early February
- OTAN's TDLS, Virtual Event, TBD, Usually early March
- COABE Conference, March 21-24, 2021, Nashville, TN and Online
- CCAE State Conference, April 19-23, 2021, Virtual Event
- CASAS Summer Institute, Virtual Event, TBD, Usually mid-June
- CAEP TAP Webinars:
  - Implicit Bias, Thursday, November 12, 2020, 12:00pm – Recording Available
  - 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 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
- CAERC Business Meeting, Wednesday, January 6, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, January 6, 2021, 2:00pm – 3:30pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, January 14, 2021, 1:00pm – 3:30pm, Online
- CAERC Marketing & Outreach Meeting, Friday, January 15, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, January 15, 2021, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, January 22, 2021, 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 Sue Gilmore and seconded by Karen Malkiewicz, the December 2, 2020 consortium meeting adjourned at 1:58 p.m. (15 in favor, 0 against).