



Capital Adult Education Regional Consortium

Meeting Minutes December 5, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Brett Wolfe, San Juan USD
Cassandra Issaka, Sacramento Public Library Authority
David French, Center Joint USD
Diana Batista, Sacramento COE
Erin Cormier, Washington USD
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
Lindsey Dyba, Futures Explored
Lori Martinez, Amador County USD
Lynn Bartlett, San Juan USD
Patricia Black, CAERC/Sacramento COE
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Tanya Praest, Natomas 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. Seven voting members were present at time of roll call (Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, and Washington). Amador, and San Juan arrived after the roll call, and three voting members who were unable to attend submitted their votes electronically (Galt, Natomas, and Sacramento COE), 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, Futures Explored, and Alta CA Regional Center were also present for the meeting.

- **Approval of December 5, 2018 Meeting Agenda**
 - The agenda for the December 5, 2018 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by David French, the December 5, 2018 agenda was approved (14 in favor, 0 against). [Galt, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

- **Approval of November 14, 2018 Meeting Minutes**
 - Minutes from the November 14, 2018 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by David French, the November 14, 2018 minutes were approved (15 in favor, 0 against). [Galt, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the October minutes.]
 - Approved November 14, 2018 minutes will be posted on the CAERC website at www.caerc.org

- **Adult Education Program (formerly AEBG) Updates and Deliverables**
 - Budget and Work Plans for 2018-19**
 - The budget and work plans for 2018-19 were due November 30, 2018. Expenditures for the 2018-19 budget were due December 1, 2018.
 - The Adult Education Office is experiencing a delay with the MOU payments due to a change in the state-level financial systems. An e-mail was sent out to the field on November 15, 2019 with this information.
 - Member Expense Report for Quarter 1**
 - The consortium deadline for submitting quarter 1 expenditures is December 31, 2018 and technical assistance will be provided at the Director's Workgroup meeting on December 14, 2018. Members are encouraged to bring their fiscal staff and a copy of their business report for quarter 1.
 - 2017-18 Program and Expenditure Data by Program Area**
 - Program and expenditure data by program area is due February 15, 2019. This consists of two reports. The first is broken down by operational costs by program area and the second is broken down by the number of instructional hours in each program area.
 - Member Expense Reports for Quarter 2**
 - Expenditures for quarter 2 are due March 31, 2019 and cover the period from October 1, 2018 through December 31, 2018.
 - Consortium Fiscal Allocation Declaration for 2019-20**
 - The CFAD is due May 2, 2019.
 - 3-Year Strategic Plan and Evaluation Report**
 - The 3-year plan and evaluation report is due June 7, 2019.
 - The focus of the working meetings for the rest of the fiscal year will mainly focus on completing the 3-year plan. June's working meeting will focus on completing the annual plan for 2019-20.
 - Consortium-level Deadline to Expend Data and Accountability Funds**
 - The consortium level deadline to expend Data and Accountability funds is December 31, 2018.
 - Branka Marceta reminded members that if Fund C money hasn't been spent by December 31, 2018 that money will be redistributed.

- **Workgroup/ Subcommittee Updates**
 - Marketing & Outreach Subcommittee**
 - The next Marketing & Outreach Subcommittee meeting will be held December 7, 2018 from 10:00am to 12:00pm.
 - The second Asset Map training of the year will be held December 10, 2018 from 9:00am to 12:00pm.

Director's Workgroup

- The November Director's Workgroup meeting was cancelled due to the Camp Fire. The topics from the November meeting will be discussed during the December meeting. The December Director's Workgroup meeting will be held December 14, 2018 from 2:30pm to 4:00pm with a budget meeting preceding it from 1:30pm to 2:30pm.

Transition Specialists Workgroup

- Transition Specialists were invited to today's working meeting to discuss the topic of Career Technical Education.

Data & Accountability Workgroup

- The November Data & Accountability Workgroup was cancelled due to the Camp Fire and it was rescheduled for December 3, 2018. The focus of the workgroup was on reporting student outcomes.
- The next workgroup is scheduled for December 20, 2018.

Curriculum Alignment Workgroups

- Bethany Ely is facilitating discussions with the 3 alignment workgroups to get their input for the next 3 year plan. Suggestions will be brought to the members in the spring based on their input.
- Math Success Academy answer keys are now available.

➤ **Professional Development**

- Approximately 25 ESL teachers from the region attended the Stand Out (third edition) training on Friday, November 30, 2018. This training was organized by CAERC based on requests from the field. The training was conducted by one of the authors, Rob Jenkins, and attendees discussed tools and engaged in strategies for lesson planning around this mission statement: Give students challenging opportunities to be successful in their language-learning experience so they develop confidence and become independent, lifelong learners.
- On November 30, 2018, 6 ABE/ASE teachers from the region attended a training on Expository Reading and Writing for Adult Education.

➤ **Network Meetings**

- The second ELA Network meeting of the year will be held December 7, 2018 from 1:00pm to 4:30pm. The ELA Alignment Workgroup will be sharing a new 9th grade ASE module on Threatening Stereotypes.
- The second Math Network meeting of the year will be held January 25, 2019 from 1:00pm to 4:30pm. The Math Alignment Workgroup will be sharing the algebra 1 curriculum they've been working and sharing the Math Success Academy answer key.
- The second ESL Network meeting of the year will be held February 8, 2019 from 1:00pm to 4:30pm. The ESL Alignment Workgroup will be sharing the new curriculum they've developed.

➤ **Director's Report**

- In response to AB 2098 – Immigrant Integration, the California Adult Education Program Office seeks applicants to serve on the upcoming AB 2098 Field Team. This application closes on December 13, 2018. The California Adult Education Program Office anticipates a limited selection of 4 to 5 applicants.
- Branka Marceta will be setting up a number of 3-year planning engagement events with all stakeholders between February and April. Member recommendations for specific dates and locations are being requested.

➤ **Upcoming Meetings and Events**

- CATESOL Annual Conference, December 6-9, 2018, Anaheim
- EL Civics North at Charles A. Jones Career and Education Center, February 1, 2019, Sacramento
- California Adult Education Administrators Association [CAEAA] Conference, February 7-8, 2019, Sacramento

- OTAN's Technology and Distance Learning Symposium, March 2, 2019, Hacienda La Puente Adult Education
- Coalition on Adult Basic Education [COABE] Conference, March 31-April 3, 2019, New Orleans, LA
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, April 3-5, 2019, Sacramento
- California Council for Adult Education [CCAEE] Conference, April 25-27, 2019, San Diego
- AEBG TAP Webinars:
 - Pre-Planning Guidance and Self-Assessment Tool, Tuesday, January 15, 2019, 1:00pm-2:00pm
 - Community Asset Mapping Based on the 3-Year Planning Process, Tuesday, January 22, 2019, 1:00pm-2:00pm
 - 3-Year Planning – Where Do We Go Next? Tuesday, January 29, 2019, 1:00pm-2:00pm

➤ **Other Items for Discussion or Distribution**

- Grace Sauser commented that Stand-Out is great because it's about raising the bar, rigor, critical thinking, complexity, and expecting students to tackle English-learning concepts through a lens of higher level thinking.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Kelly Hunkins and seconded by Sue Gilmore, the December 5, 2018 consortium meeting adjourned at 1:53 p.m. (13 in favor, 0 against).