



## Meeting Minutes February 5, 2020

➤ **Members & Partners Present:**

Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento COE  
Cassandra Issaka, Sacramento Public Library  
David French, Center Joint USD  
Diana Batista, Sacramento COE  
Gary Sutherland, El Dorado COE  
Grace Sauser, Davis Joint USD  
Karen Malkiewicz, Elk Grove USD  
Kelly Hunkins, Amador County USD  
Keven MacDonald, Natomas USD  
Kiu Chuong, CAERC/Sacramento COE  
Lisa Pettis, Galt Joint UHSD  
Lynn Bartlett, San Juan USD  
Max Villalva, Sacramento Food Bank  
Patricia Black, CAERC/Sacramento COE  
Rhonda Balmain, Folsom Cordova USD  
Shelley Tompkins, Center Joint USD  
Stephanie Groat, Washington USD  
Dr. Susan Lytle Gilmore, Sacramento City USD  
Tanya Praest, Twin Rivers USD  
Tammy Montgomery, Los Rios CCD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:06 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Twelve voting members were present at time of roll call (Amador, Center, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Davis arrived after the roll call which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Food Bank and Sacramento Public Library were also present for the meeting.

Lynn Bartlett recognized Branka Marceta as a nominee for Administrator of the Year for COABE with a certificate.

➤ **Approval of February 5, 2020 Meeting Agenda**

- The agenda for the February 5, 2020 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by David French, the February 5, 2020 agenda was approved (15 in favor, 0 against).

➤ **Approval of January 8, 2020 Meeting Minutes**

- Minutes from the January 8, 2020 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the January 8, 2020 minutes were approved (15 in favor, 0 against).
- Approved January 8, 2020 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

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

- Q2 Student Data was due in TOPSPro January 31, 2020.
- 18/19 and 19/20 Member Expense Report (Q2) – close out Fund D was due to CAERC January 31, 2020.
  - After hearing back from all CAERC members it was established that the funds were spent and there will be no reallocation of Fund D.
- Preliminary Allocations for 2020-21 and 2021-22 will be released by February 28, 2020.
  - ED Code Section 84909 states that (b) The Chancellor and the Superintendent, with the advice of the Executive Director of the State Board of Education, shall approve, no later than February 28 of the prior fiscal year, a preliminary schedule of allocations to each consortium of any funds proposed in the Governor’s Budget for the program.
  - The 2020-21 Governor’s Proposed Budget includes a \$12.3M COLA increase (or 2.29%) for the California Adult Education Program (CAEP). This would put the CAEP allocation over \$550M for the 2020-21 fiscal year. Consortium Fiscal Allocation Declarations (CFAD) are due May 2, 2020.
- Close out of 17/18 Member Funds – Fund C due in Nova March 1, 2020.
  - CAERC closed out Fund C in December 2018 after members reported that they spent the whole amount of their allocation within 18 months.
- 18/19 and 19/20 Member Expense Report (Q2) due in NOVA March 1, 2020.
- 18/19 and 19/20 Member Expense Report (Q2) certified by Consortia in NOVA March 31, 2020.
- Close out of 17/18 funds certified by Consortia in NOVA March 31, 2020.
- Q3 Student Data due in TOPSPro April 30, 2020.

➤ **Select Topics**

**Fact Sheets**

- Members discussed changing “funded by Regional Consortium” to “CAERC\*\*” with CAERC being spelled out at the bottom of the page. Grace Sauser argued for leaving it as is since it could be misleading if we changed it to CAERC. The final consensus is to remove it all together and just have “California Adult Education Program Fact Sheet – PY 2018-2019.”
- Next fiscal year CAERC staff wants to help each member create a bigger fact sheet. This bigger fact sheet would encompass all of the programs and funding a member has.
- Dr. Montgomery wanted to know who the audience is for this fact sheet. Branka Marceta responded that the latest thinking is for the fact sheets for this year to be

designed for the Leadership Oversight Panel (LOP), Superintendent Gordon, member's Superintendents, and the Chancellor of Los Rios.

- Dr. Montgomery asked if there is a way to show language acquisition milestones on this fact sheet. Branka Marceta replied that the first version had it, but Dr. Nye and other members did not recommend the 2-sided layout. Bethany Ely stated that someone off the street would not necessarily understand what the "Educational Functioning Level gains" were. Grace Sauser wondered if there is a way to word it that would make sense to everyone. Dr. Montgomery stated that we can include this information if the audience for the fact sheet is educational leadership.

### **CAERC Marketing & Outreach Update**

- CAERC Members approved that the Consortium run advertisements at a DMV location on Broadway Ave. The contract is for 1 year. The ad can contain a maximum of 6 slides with 6-8 words per frame. The mock-up was shared for member review in mid-January. The plan is to feature one member each month on the fifth slide of the presentation. The 30-second advertisement will appear at least four times per hour.
- With the new ads running at the DMV, CAERC will re-implement the previously approved student survey. This survey should be given to all new incoming students.

### ➤ **Upcoming Meetings and Events**

- California Consortium for Independent Study Spring Conference, February 5-7, 2020, Rohnert Park
- El Civics Conference North, February 7, 2020, Sacramento
- OTAN's TDLS, March 6-7, 2020, Sacramento
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, March 9-13, 2020, Sacramento
- COABE Conference, April 5-8, 2020, Baltimore, MD
- CCAE State Conference, April 23-25, 2020, Sacramento
- CASAS Summer Institute, June 23-25, 2020, Orange County

### ➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting, Friday, February 7, 2020, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, February 7, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- Network of Transition Navigators at CTE Counselor Conference, Friday, February 13, 2020, 8:00am – 4:00pm, Sacramento Doubletree Hotel
- CAERC Data & Accountability Workgroup Meeting, Thursday, February 20, 2020, 1:00pm – 3:30pm, SCOE Library Meeting Room
- Network of Transition Navigators Meeting, Friday, February 21, 2020, 10:00am – 2:00pm, SCOE Room C
- CAERC Business Meeting, Wednesday, March 4, 2020, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, March 4, 2020, 2:00pm – 3:30pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, March 6, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 19, 2020, 1:00pm – 3:30pm, SCOE Room C

➤ **Other Items for Discussion or Distribution**

- Diana Batista, in her role as the Director, Adult Education, announced that she will be leaving SCOE on February 14, 2020. Diana thanked the group for their support during her time here.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Gary Sutherland, the February 5, 2020 consortium meeting adjourned at 2:04 p.m. (16 in favor, 0 against).