



Capital Adult Education Regional Consortium

Meeting Minutes

February 7, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, SCOE
Angela Rodriguez, San Juan USD
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Branka Marceta, CAERC
Breanna Besseling, CAERC
Brenda White, Futures Explored
Brett Wolfe, San Juan USD
Butch Wagner, Amador COE
Casandra Issaka, Sacramento Public Library
Danise Egan, Twin Rivers USD
David French, Center Joint USD
David Publicover, El Dorado COE
Diana Batista, SCOE
Doc Smith, Highlands Community Charter School
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Josh Harris, SCOE
Dr. Joyce Hinkson, SCOE
Karen Malkiewicz, Elk Grove USD
Karen Swan, Yolo COE
Katherine Weston, Alta Regional Center
Keven MacDonald, Natomas USD
Kiu Chuong, SCOE/CAERC
Laura McCrary, Futures Explored
Lisa Pettis, Galt Joint UHSD
Michelle O'Camb, SETA
Mark Bachiller, SCOE
Paulette Abegglen, SCOE
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sara Caverro, Folsom Cordova USD
Shirley Skadan-Smith, Alta California Regional Center
Dr. Sue Lytle Gilmore, Sacramento City USD

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

The meeting started at 1:00 pm. Roll call of members was taken. Three partners were present at time of roll call (Alta California Regional Center, Sacramento Public Library, and Futures Explored). Twelve members were present at time of roll call (Amador, Center, El Dorado, Elk Grove, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of February 7, 2018 Meeting Agenda**

- The agenda for the February 7, 2018 meeting was reviewed.
- Branka Marceta added two topics under item #9 “other items for discussion or distribution,” the Trailer Bills and Breanna’s job promotion.
- On a motion by Sue Gilmore and seconded by Butch Wagner, the February 7, 2018 agenda was approved (15 in favor, 0 against).

➤ **Approval of January 10, 2018 Meeting Minutes**

- Minutes from the January 10, 2018 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by David Publicover, the January 10, 2018 minutes were approved (15 in favor, 0 against).
- Approved January 10, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 16/17 Fund B

- Kiu Chuong thanked the members for submitting their Fund B Expenditure Reports.
- There is currently \$401,000 of unspent Fund B money to be re-allocated back to members that have opted in. The Fund B reallocation checks will be sent to members next week.
 - Kiu informed members that they can start spending Fund B money now, they do not need to wait until their check is mailed to them.
 - Members have until June 30, 2018 to spend down these funds.

FY 17/18 Fund C

- The January Fund C apportionment check will be going out next week.
- There is an un-allocated amount of \$375,000 from the Fund C – consortium level pot that has been re-allocated to members that have opted in.
- CAERC will be sending those checks out, along with a detailed award letter, to the member’s fiscal staff later this week.

NOVA Member Budgets and Work Plans

- Kiu informed the members that Phase III of NOVA will launch in June instead of March.

- The AEBG Office announced the expenditure report will now be due June 1 instead of March 30; covering July 1 to March 31 expenses.
- Sue Gilmore asked about the open P.O. for the CASAS Summer Institute and when members will be expecting it. CASAS stands for Comprehensive Adult Student Assessment System.
- Breanna informed the members that she submitted the Purchase Requisition to SCOE's Finance Service's department and the member's district office should be receiving it soon.
 - Members would like Breanna to send them a copy of the open P.O. and she will be sending it out this week.
- Members would also like to receive copies of the Fund C Reallocation award letter and check.
- Branka reemphasized that there are three checks coming in this month: the Fund B re-allocation check, the Fund C re-allocation check, and the January Fund C apportionment check.

Third Annual AEBG Summit

- Branka asked presenters and participants of the AEBG Summit to provide the main takeaways they learned from the conference and share them with the group.
- Angela Rodriquez from San Juan USD shared some of her highlights.
 - Angela was impressed with Burbank's presentation on transitioning adult education students to college and career.
 - Burbank has a transition course to help adult education students. They also have community college counselors on their campus who facilitate with registration and English and Math assessment.
 - This is an area of growth for San Juan as they are hoping to grow stronger relationships between Los Rios and their adult school.
 - Angela also enjoyed presentations regarding integrating IET into adult education programs and how to implement different pathways. This is also an area of growth for San Juan.
 - Overall, Angela enjoyed networking with adult educators and administrators throughout the state.
- Butch Wagner from Amador shared some of his highlights.
 - Networking and learning more about Southern California consortia were big takeaways for him.
 - Butch enjoyed a session led by the Lake Tahoe consortium on integrating transition specialists and using them to bridge the gap between community college and adult schools.
 - He also highlighted Grace Sauser's presentation and congratulated her on her successful presentation. The discussion on competency-based education for adult learners led to further discussion after the presentation.
- Branka also congratulated Grace on her presentation and enjoyed how she incorporated the New World of Work into her presentation.
- Danise Egan from Twin Rivers shared some of her highlights.
 - Danise attended a presentation by Marin Adult School about their summer program for students transitioning from high school to the adult school.

- Along with academic courses, Marin also provides counselors for the students' social emotional needs.
 - Danise was impressed with a Los Angeles County's presentation regarding Career and Technical Education (CTE) and the Los Angeles Unified School District, Division of Adult and Career Education's CTE programs.
 - They discussed how their math teachers now work alongside the welding and HVAC instructors in order to incorporate academic and skill based learning.
 - This model has strong student outcomes and success rates.
- Grace Sauser from Davis shared some of her highlights.
 - Grace enjoyed the American Institute for Research's presentation about Human-centered Design which focused on identifying a problem and collecting data on why the problem is occurring to develop a solution. Grace would like to do a full day workshop with the CAERC group on this topic.
 - Grace enjoyed the Data Accountability Workshop presented by CAERC and Los Angeles Regional Adult Education Consortium (LARAEC); she felt the pairing of the two consortiums was excellent.
 - While CAERC is focusing on collecting the data, LARAEC has the data and is trying to figure out how to use it.
 - LARAEC has provided their teachers with targeted lesson plans to specifically address areas of weakness. Performance navigators found and developed this lesson plans.
 - Grace would love for CAERC to start coming up with goals that demonstrate where the adult education programs want to be and where they are currently at.
 - Grace also enjoyed CASAS's presentation about targeted lessons around workplace skills certification.
 - CASAS has a test series which is designed around workplace skills certification and dovetails well with New World of Work.
 - This test series is scenario based and focuses on workplace ethics through video scenarios.
- Branka informed members and partners that the Data & Accountability presentation led by CAERC and LAERC will be featured at the CASAS Summer Institute.
- Bethany Ely shared some highlights from Judy Mortrude's presentation about Integrated Education and Training.
 - A new component is the Career Foundations Curriculum, which helps students who read at a fourth grade reading level explore potential career pathways and help place them in college or CTE programs.
 - Lesson plans can be easily downloaded off the website.
 - Lesson plans in healthcare, education, hospitality and culinary, and transportation are available to adults who read at a sixth grade reading level or above.
 - Bethany will send members an email with the links to all lesson plans.
- AEBG is working on using the information from the Summit presentation into webinars.

- Jamey Nye felt a great next step for the consortium is for Los Rios to hire outreach specialists to work specifically with adult education schools and assists with the application and assessment process.
 - He asked if the Burbank consortia paid for the transition specialist or if the community colleges paid for the specialist.
 - In the future, Los Rios could look into funding an outreach specialist of the consortia and be housed at Los Rios or they can contract with an outside agency.
- At Washington Adult School, an adjunct counselor from Los Rios is assigned to assist adult students, but new counselors come in every semester. It would be better to have more permanent counselor for adult education.
- Branka will follow up with LARAEC about their outreach specialist model.
- Branka shared some of Gary Sutherland’s highlights from the AEBG Summit. Gary could not be in attendance for today’s meeting.
 - Gary attended a panel discussion on member effectiveness and how the consortium must prove their value to the legislature and be proved by members, programs, students, and community.
 - During the panel, Pat Rickard touched on the following topics: the placement process and the student centered design, the monitoring of student progress, and certification and outcomes which includes diplomas and transition into secondary education.
 - Gary also attended the presentation on AEBG Legislative Updates.
 - Adult education is receiving a 4% COLA which translates to addition of \$20.5 million in AEBG base grant
 - Data and Accountability will be receiving an additional \$5 million at the state level, not at the consortium level.
 - During the shared metrics presentation, the presenter used a Monopoly analogy to describe adult education and how every have different rules and processes.
 - The word “block grant” could pose as problematic to the member’s business office, since it is considered a “grant” it is considered short term funding.
 - The Department of Finance representatives do not see this as a problem and are open to Business Offices calling the Department of Finance to confirm it as ongoing funding.
 - Karen Malkiewicz and Butch Wagner mentioned that their business offices are cautious with any adult education funding, such as WIOA Title II/AEFLA not just AEBG.
 - To combat this issue Jamey Nye suggested that the Co-Chairs could sign a document that officially confirms the funding is ongoing and a part of CAERC’s funding plan.

Trailer Bills

- Per Sue Gilmore’s request, Branka added the Trailer Bills to the agenda.
- The Trailer Bill language has just been released for adult education, there are two Bills total.

- The first Bill is proposing up to 5% indirect rate for any AEBG program.
- The second Bill affects the Annual 3-year Plan that is up in June. The AEBG Office issued guidance that there will be a one-year break in before the next (second) three-year plan is due in May 2019, so that the new 3-year Plan will start in the Fiscal Year 19/20. Branka will have more information about this at the Director's meeting on Friday, February 16, 2018.

AEBG TOPSpro Enterprise 3rd Quarter Data Integrity Report (DIR) Due April 30, 2018

- Bethany Ely thanked all the members for turning in their 2nd Quarter DIRs on January 31, 2018.
- Bethany made changes to the DIR template based on the suggestions provided at the January consortium meeting.
 - There is a key at the bottom of the page that explains the DIR Item descriptions.
 - Bethany added letters A, B, and C at the top of the chart for the summary information. The numbers listed under A, B, and C represent the student population: A represents the students in the services section, B represents the students not enrolled in the 7 AEBG programs, and C represents the students enrolled in the 7 AEBG programs.
- Letters 1- 22a are the most important when looking at the Data Integrity Report and represent percentages.
 - Members should strive for the percentages lower than the ones listed under the Q2 Target.
- As a whole, the members are doing great based on the numbers.
- For #8, no pre-test, and #9, no post-test, this includes students enrolled in CTE programs, which do not require pre and post-test.
 - The percentages will be high if members have a large number of CTE courses and students.
- For #19b, learners with no barrier to employment, the percentages are much more consistent among members.
- The 3rd Quarter DIR is due April 30, 2018.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The bus ads started on January 23, 2018 and will run until March 19, 2018. If inventory hasn't sold out, ads will stay up for additional time at no charge.
- Instead of 30 buses, Lamar provided 40 buses at no additional fee.
- The Subcommittee is discussing creating additional media for members outside region to use in public spaces and exploring other options to scale up this campaign.
- The final version of ASE video is available online and Rhonda Balmain showed this video to her Board at Folsom-Cordova USD.
- Another video is being created about CTE programs including Sacramento City CTE and Washington pre-apprenticeship in construction program.
- CAERC now has a Twitter account @CapitalAdultEdu

- The workgroup will meet on Friday, February 23, 2018, from 9:00 to 12:00, Room B. There is a scheduling conflict with the New World of Work, so the subcommittee meeting may be rescheduled.

Director's Workgroup

- There will be a Director's Workgroup meeting on Friday, February 16, 2018 from 1:00 - 4:00 pm at SCOE's Conference Center Rooms Y&Z.
- The Transition Specialist group would like to continue to meet and share resources and promising practices. This will be discussed at the February Director's Workgroup meeting.

Proposed Transition Specialist Workgroup

- The group met for the first time on Wednesday, January 17, 2018 at SETA's Hillsdale Job Center.
- Keli VanPutten from Center, Marisol Richards from San Juan, Anitra McMillon from Twin Rivers, Angela Hatter from Sac City USD, JD Rudimetkin from Folsom Cordova, Lori Martinez from Amador, Bethany and Branka were in attendance.
- At the meeting, Bethany and Branka gave an overview of CAERC and the transition specialist shared their post-secondary transition efforts.
 - Many transition specialists had a different take, some focused on community college efforts others focused on career and job skills.
- Some transition specialists are funded through their school's districts; others are funded out of CAERC Fund C money.
- At the beginning of the year, CAERC discussed producing an On-Track document similar to a publication used in K-12 and coordinating visits to local community colleges.
 - In the past, some of the transition specialist have planned visits to community colleges, but not a lot of adult learners showed up for the visits.
 - Instead of trying to organize visits by smaller groups of ASE learners from k12 school sites to the four LRCCD colleges, the transitions specialists would prefer to get connected to intake and assessments staff at LRCCD and attend training and orientation about what adult learners need to know and do to enroll into community college courses.
- Jamey Nye asked the group if schools would be able to assist adult education students that already finished their program in enrolling in post-secondary education.
- Jamey Nye suggested a "Train the Trainer" approach, a specialist from the Los Rios staff training adult education school staff on Los Rios application and assessment process.

Data & Accountability Workgroup

- Bethany discussed the Reporting AB 104 Outcomes document with the members.
 - This is updated based on the training refresher from the January Data & Accountability Training in Concord.

- Bethany discussed this in great detail with the Data & Accountability group on January 18, 2018.
- Bethany requested that the administrators begin working with their staff and teachers to begin collecting and entering outcomes information as outlined in the Reporting AB 104 Outcomes document
- The next Data & Accountability meeting is on March 22, 2018

Alignment Workgroups

- The ESL Alignment workgroup met on January 19 and 26, 2018. The group is completing materials for Task 3 of COAAP (Civics Objective and Additional Assessment Plan) 51.1 and has begun work on the next COAAP, 52.2. CC and K-12 ESL alignment workgroup reps will be sharing their EL Civics work at the EL Civics conference at CAJ on March 2.
- The Math Alignment workgroup met on January 26, 2018. They are beginning work on the next level boot camp which is roughly equivalent to high school Algebra 1 and is aligned with both the CCSS and CCRS.
- The ERWC training was held on February 2, 2018 at SCOE. Three teachers were in attendance.

➤ **Professional Development**

Network Meetings

- Second ESL Network Meeting was held on Friday, January 26, 2018. Fifteen ESL teachers from Center, Davis, Natomas, Folsom Cordova, Sac City, San Juan and Twin Rivers were in attendance.
- The ESL Alignment Workgroup provided a brief history of the ESL Writing Alignment effort and the work they had completed for EL Civics COAAP 51.1. They then reviewed the various task requirements for the new COAAP they are developing (52.1), shared assessment materials they'd developed for the various tasks, and then had the teachers identify types of materials they would like the alignment workgroup to develop to help teach the skills on which the students will be assessed.
- The next Network Meeting is in English Language Arts and is open to ESL teachers on February 23, 2018.

New World of Work: 21st Century Employability Skills Training

- The New World of Work training will be on February 22-23, 2018.
- All 40 spots are reserved.
- There will be a pre-work assignment, a personality test, emailed out soon to participants.

➤ **Director's Report**

- Branka attended a meeting about the Construction Industry Cluster organized by Valley Vision on January 19, 2018.
- In Sacramento County, there will be over 7,000 jobs in the Construction Industry Cluster sector open, as outlined by the new report published by the Sacramento

Region Centers of Excellence and titled *Construction: Cluster and Workforce Needs Assessment, Sacramento Region*.

- Blaine Smith, new Director of the North by North Regional Consortium, reached out to Branka and she connected him to Washington and Center adult schools. Both of these adult schools have construction programs. Branka invited other members to let her know they offer construction programs, so that she can connect them with Blaine Smith.

➤ **Upcoming Meetings and Events**

- New World of Work 2-Day Training, February 22-23, 2018 (SCOE)
- EL Civics Conference North, March 2, 2018 (Charles A. Jones)
- Educating for Careers, March 4-7, 2018 (Sacramento Convention Center)
- Technology and Distance Learning Symposium, March 9-10, 2018 (Napa Valley Adult School)
- Coalition on Adult and Basic Education, March 25-28, 2018 (Phoenix, AZ)
- California Council for Adult Education (CCAЕ) State Conference, May 3-5, 2018 (Fresno Convention Center)

➤ **Other Items for Discussion or Distribution**

- Branka announced that Breanna Besseling, CAERC's Administrative Assistant, received a job promotion within SCOЕ and will be leaving CAERC.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Branka Marceta**

- On a motion by Karen Malkiewicz and seconded by Butch Wagner, the February 7, 2018 consortium meeting adjourned at 2:35 p.m. (17 in favor, 0 against).