



# Capital Adult Education Regional Consortium

## Meeting Minutes March 4, 2015

### ➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Charlie Linebarger, Principal, Folsom Cordova USD  
Connie Lee, CAERC Director, Sacramento COE  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
James Woods, Director, El Dorado COE  
Dr. Jamey Nye, Associate Vice President of Instruction and Student Learning, Cosumnes River College  
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE  
Julia Jolly, Associate Vice President General Education, Sacramento City College  
Karen Malkiewicz, Principal, Elk Grove USD  
Ken Vanderford, Adult Education Administrator, Natomas USD  
Linda Fowler, Highlands Community and Charter Technical School  
Margo Sterling, Sacramento ESL Program  
Marla Miller, Director, Twin Rivers USD  
Dr. Matthew Roberts, Superintendent, Galt Joint UHSD  
Paul Castro, California Human Development  
Stephanie Allen, Literacy Coordinator, Sacramento Public Library Authority  
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College District  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD  
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College  
Wilda Benamati, California Department of Developmental Services

- **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology  
John Fleischman, Assistant Superintendent of Technology Services

Members and Partners introduced themselves and were welcomed by Sue L.

### ➤ **Approval of February 4, 2015 Meeting Minutes**

- Minutes from the February 4, 2015 Member/Partner Meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Charlie Linebarger, the February minutes were approved. Motion carried unanimously.
- Approved February 4<sup>th</sup> minutes will be posted on the CAERC website at [www.capitaladulthood.org](http://www.capitaladulthood.org).

### ➤ **CA Department of Finance Adult Education Trailer Bill**

- The CA Department of Finance Adult Education Trailer Bill is available for download at:

[http://www.dof.ca.gov/budgeting/trailer\\_bill\\_language/education/documents/302AdultEducationBlockGrant\\_000.pdf](http://www.dof.ca.gov/budgeting/trailer_bill_language/education/documents/302AdultEducationBlockGrant_000.pdf)

- The Adult Education Trailer Bill offers additional language to clarify and expand on the Governor's proposed Adult Education Block Grant.
- The draft Trailer Bill language proposes that County Offices of Education be full members of local consortiums and be allowed to serve as fiscal agents for the region.
- The draft trailer bill language offered some clarification on the role of Allocation Committees within consortium regions.
- The draft trailer bill language indicates that it shall be the responsibility of each consortium to identify a fiscal lead, which could be a school district, county office, or community college.
- The trailer bill indicates that no later than August 30, 2015 the Chancellor and the Superintendent shall certify the amount of funding that has been spent by K-12 for the Maintenance of Effort and that it will be based on LEA expenditures made during the 2012-13 fiscal year. The estimated \$300-\$350 million for Maintenance of Effort is for one year only.

### ➤ **CA Legislative Analyst's Office Workforce Education and Training Report to Senate Budget and Fiscal Review Committee - Highlights**

- The CA Legislative Analyst's Office Workforce Education and Training Report is available for download at <http://www.lao.ca.gov/handouts/education/2015/Workforce-Education-and-Training022615.pdf>
- Strengths of Governor's Proposal:
  - Consortia approach to adult education consistent with goal of better coordination
    - Involving a broad group of stakeholders
    - Fostering communication and coordination among adult education providers
- Some shortcomings of Governor's Proposal:
  - Adult Education proposal complicates accountability
    - Unclear whether providers, regional consortia, or local allocation boards would be responsible for outcomes.
    - No common, consistent definitions of what data consortia should collect.
  - Proposals perpetuate fragmentation
    - The adult education proposal does not incorporate other state and federal funding for the same purpose.
    - Creating a new CTE program runs counter to better coordinating existing workforce education and training programs.
    - Maintaining apprenticeships as a separate program runs counter to goal of better coordination, particularly as apprenticeship is one of the core statutory objectives of the Adult Education Block Grant.
- LAO recommendations:
  - Fund adult education block grant but make several modifications.
    - Require CDE and CCC to provide Legislature with state allocation plan by spring of 2015.
  - Strengthen data accountability system for workforce education and training
    - Identify data necessary to track progress in meeting these goals.
    - Develop procedures to enable workforce education and training providers to report data.
    - Use outcome data to reassess goals and make future funding decisions.

### ➤ **March Report Update**

- The final report has been submitted and is available for review at <http://capitaladulthood.org/workProducts.html>
- Two significant changes
  - Appendices A and B have been added.

- Member and partner descriptions of services in programs for Objective 1 have been moved into Appendix A.
  - Appendix B reflects Objective 2 – Current Needs.
- Pages 29-49 are the main Implementation Plan. Page 30 has the total amount estimated requested. Total requested is \$12.5 million plus MOE in Year 1 (2015/16) and \$16 million plus MOE for Year 2 (2016/17).
- Page 36 lists the funding allocations. The regional priorities with remaining monies are:
  - #1 – Rebuild AE Programs/Services: Year 1 – 72%, Year 2 – 68%
  - #2 – Pathways and Alignment: Year 1 – 9%, Year 2 – 10%
  - #3 – Student Support Services: Year 1 – 10%, Year 2 – 12%
  - #4 – Data and Accountability System: Year 1 – 4%, Year 2 – 5%

However, these “preliminary” allocations will be reassessed when CAERC’s apportionment of the Adult Education Block Grant becomes known. The funding allocations are contingent upon funding, pending legislation, and new rules and regulations.

- Moving Forward – Once CAERC’s apportionment from the Adult Education Block Grant is known, the consortium will need to address the following tasks at the upcoming CAERC monthly meetings and subcommittee meetings (Found on page 221):
  - Analyze and review the Governor’s Budget in May, 2015.
  - Update the CAERC Regional Implementation Plan and adjust strategies, timeline, and estimated costs as needed.
  - Reprioritize implementation strategies and approaches in designated program areas based on Governor’s budget and funding for 2015-16.
  - Finalize revenue sharing options and funding allocations based on CAERC’s four regional key priorities.
  - Continue development of Regional Plan for inmates and former inmates in the region.
  - Collaborate with CAERC partners and members to address Objective 7 and finalize specific resources needed to support the final regional plan.
  - Determine which organization will serve as the consortium fiscal agent.
  - Update Members list to include any additional K-12 districts and County Office of Education’s in the region.
  - Develop recommendations for potential representatives for the Allocation Committee.
  - Refine estimated costs included in the final Regional Implementation Plan after the Governor’s Revised Budget (May, 2015).
  - Identify Scope of Work for CAERC and what tasks will be included in the 5% administration of the consortium.
- Now that final report has been compiled, it is time to bring the top policy group back in and inform them and also make sure that they are all on board with CAERC’s proposed plan. The goal for this meeting is the end of April.
- The April Members/Partner meeting has been moved from April 1, 2015 to April 17, 2015. Time will remain from 1:30 pm – 3:30 pm.
- Scheduling upcoming subcommittee meetings will be best on Friday to include college faculty.

### ➤ **Expenditure and Invoicing Update**

- Planning money can be used to fund other consortium work and carry over until the consortium is funded again.
- Each member agency was given \$18,000. Los Rios needs to be informed of where each member agency is financially by the end of April. Please submit, in writing, what money will not be used by the end of the academic year.
- Districts are not able to roll over monies. Any unused money should be returned to CAERC for reporting purposes. Neil Kelly was very specific that money could be carried over until

December 30, 2015 and any money spent must be used on items specifically listed in the Regional Plan.

- Los Rios, as the fiscal agent, will have to submit a written request for carryover of funds.

➤ **Other Items for Discussion or Distribution**

- CAERC would like to create an Executive Summary for distribution. The Executive Summary would summarize and highlight the Regional Plan.
- CAERC's interaction with the media has been very quiet. Once the Governor's May revised budget is released, the media interest may increase and having an Executive Summary to distribute would be beneficial.