



Meeting Minutes

April 1, 2020

➤ **Members & Partners Present:**

Ann Bui, Alta CA Regional Center
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Brenda Avalos, Galt Joint UHSD
David French, Center Joint USD
David Rodriguez, Natomas 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
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Lara Stewart, Alta CA Regional Center
Laurelle Mathison, Natomas USD
Lynn Bartlett, San Juan USD
Michelle O’Camb, SETA
Dr. Nancy Herota, SCOE/CAERC
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Shelley Tompkins, Center Joint USD
Shirley Skadan-Smith, Alta CA Regional Center
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 1:03 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, 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.

Partners Alta CA Regional Center and SETA were also present for the meeting.

- **Approval of April 1, 2020 Meeting Agenda**
 - The agenda for the April 1, 2020 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Kelly Hunkins, the April 1, 2020 agenda was approved (16 in favor, 0 against).

 - **Approval of March 4, 2020 Meeting Minutes**
 - Minutes from the March 4, 2020 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the March 4, 2020 minutes were approved (16 in favor, 0 against).
 - Approved March 4, 2020 minutes will be posted on the CAERC website at www.caerc.org

 - **California Adult Education Program Updates and Deliverables**
 - March 31, 2020 - 18/19 and 19/20 Member Expense Report (Q2) certified by Consortia in NOVA.
 - The Consortium certified on March 25, 2020.
 - April 30, 2020 - Q3 Student Data due in TOPSPro.
 - May 2, 2020 - CFADs for 2020-21 due in NOVA.
 - Due to the COVID-19 Pandemic there is a possibility of the 2.29% COLA not being in the final budget. CAERC, and all consortia, have been advised by the CAEP Office to proceed as if the cost of living adjustment would take place. Unfortunately, the budget proposal will not be known until the May revise. The CFAD will still be approved on May 2, 2020 and if any changes need to be made they will happen after July 1, 2020 in the Allocation adjustment process. Dr. Nye pointed out that even May revise and the June version of the California state budget will still not be final until possibly the end of summer. This is because the tax deadline was moved to July and the economic effects of COVID-19 disruption will affect the overall income for the state.
 - June 1, 2020 – 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
 - June 30, 2020 – 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
 - August 1, 2020 – Student data due in TOPSPro (Q4) Final
 - August 15, 2020 – Annual plan for 2020-21 due in NOVA
 - September 1, 2020 – 18/19 and 19/20 Member Expense Report due in NOVA (Q4)

 - **Select Topics**
 - Fact Sheets**
 - This topic has been moved to the May Business Meeting.
 - CAERC Advertising at the DMV**
 - The Sacramento DMV is currently closed due to the COVID-19 Pandemic and the CAERC advertisements are currently on hold. The DMV will increase our contract by the amount of time they are closed.
 - Bethany Ely asked the members how they would like to proceed once the DMV re-opens. The two options are to pick up where we left off on the schedule or to have members pick new month slots. Members are in agreement with the first option of picking up where we left off.
- Emergency Status due to Threat of COVID-19 Virus**

- Amador – Kelly Hunkins is working in the office while everyone else is working from home. Distance learning for their K-12 programs started on Monday, March 30, 2020. Their ASE/GED programs are up and running online. The ESL program is still working out of text books and teachers will continuously check in with them. Since being locked down a couple of their Adult Ed students have already graduated.
- Center – Center is implementing distance learning for K-12 and Adult Ed students. Chromebooks have been distributed to students who need them.
- Davis – Distance learning should be rolled out the week of April 14, 2020. The ASE/High School Diploma program has not been interrupted, but they need to figure out how to give feedback to students and grade assignments. Grace Sauser needs district permission to bring back her hourly employees in order to get that done. The CNA program was able to continue their courses because the facility that is hosting them wants the students to finish. The executive director of the facility has offered to hire each student as soon as they finish. ESL students have been given resources and encouragement to keep learning on their own. Distance learning for ESL will be looked into after spring break.
- El Dorado COE – The staff and teachers have been getting familiar with how to utilize Zoom and teachers have been using it with students.
- Elk Grove – The K-12 students who needed Chromebooks have received them. ASE programs have started online curriculum through Edgenuity. Remote learning for ESL students will start on April 20, 2020. It is undecided what the Correctional and CTE programs will do. CTE classes will possibly be refunded or rolled over to the Fall semester.
- Folsom Cordova – ESL distance learning has been soft started already. ASE distance learning is currently up and running. Both staff and teachers have been utilizing Zoom for meetings.
- Galt – The High School Diploma and ESL programs are both doing great. They've been using Burlington English and Google Classrooms.
- Los Rios – The summer semester will be 100% online. They have been unable to do clinicals for nursing, but Kaiser has requested 3rd and 4th semester students be able to volunteer at healthcare facilities in need. This is optional and up to the students, but if they decide to they will earn some instructional hours. CTE programs are unable to be moved online, but all teachers are still being paid during this time. Over the past few weeks thousands of Chromebooks have been distributed to students. The community college district is looking into Canvas Enhanced courses for the fall semester. These courses would be ready to transition to online if needed. The goal is to be able to seamlessly transition to online at a moment's notice.
- Natomas – Within the last few weeks they have had two students graduate. Their distance learning programs have been up and running for 3 weeks and Chromebooks have been distributed to students in need. ESL classes are currently having teacher availability issues and these students are being referred to Twin Rivers.
- Sacramento City – Charles A. Jones is doing distance learning for their Pharmacy Technician and Medical Assistant programs. HVAC students have been doing textbook work and are working on certifications through ESCO. The Court Reporting program will begin some degree of distance learning on April 13, 2020.

Distance learning is not possible for their Nursing program as they are unable to do clinicals. ESL and other academic programs are doing distance learning.

- Sacramento COE – Dr. Herota informed the group that the Superintendent has been in contact with District Superintendents multiple times a week. At a press conference held on March 27, 2020 there was a collective agreement to keep schools closed through May 1, 2020 with the flexibility to keep them closed longer. On March 31, 2020 State Superintendent Tony Thurmond alluded to the fact that it was highly unlikely for schools to reopen before the end of the school year. This was reiterated by Governor Newsom at a press conference today, April 1, 2020.
- San Juan – The ESL program is using distance learning, but teachers are having challenges reaching their students by phone. Teachers and staff have mainly been using Burlington English, Google Classrooms, and WhatsApp to communicate. The GED program has been using Edgenuity and Aztec. The ABE/ASE students are receiving Chromebooks if they need them. All community education classes have been closed and refunded based on a sliding scale. The CTE Medical Assistant class has been kept open since they are able to do some work by distance learning. They are hoping to finish the hands-on portion over the summer.
- Twin Rivers – ESL distance learning is being done using a combination of Burlington English, Rosetta, Zoom, and Google Classrooms. High School Completion and ABE work has been continuing on Edgenuity and Aztec. Distance learning will be officially rolled out the week of April 14, 2020 and will start on April 20, 2020.
- Washington – Chromebooks are being passed out to K12 students that need them. Adult Education will also be moving to Chromebooks. The district plans on looking into a more formalized plan after spring break.
- CAERC is working on a formal document with guidelines on paying timesheet teachers with CAEP funds.

➤ **Upcoming Meetings and Events**

- Postponed to August 16-19, 2020, COABE Conference, Baltimore, MD
- Postponed to Spring 2021, CCAE State Conference, Sacramento
- CASAS Summer Institute, June 23-25, 2020, Orange County
- CAEP TAP Webinars:
 - CAEP CFAD Submission and Other Pressing Questions, Friday, April 17, 2020, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- WIOA Network Meeting, Friday, April 3, 2020, 2:30pm – 4:00pm, Online
- CAERC Director's Workgroup, Friday, April 3, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, April 16, 2020, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, April 17, 2020, 10:00am – 11:00am, Online
- CAERC Business Meeting, Wednesday, May 6, 2020, 1:00pm – 2:00pm, SCOE Mather Room or Online
- CAERC Working Meeting, Wednesday, May 6, 2020, 2:00pm – 3:30pm, SCOE Mather Room or Online

- CAERC Budget Meeting, Friday, May 8, 2020, 1:00pm – 2:30pm, SCOE Mather Room or Online
- CAERC Director’s Workgroup, Friday, May 8, 2020, 2:30pm – 4:00pm, SCOE Mather Room or Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, May 14, 2020, 1:00pm – 3:30pm, SCOE Library Meeting Room or Online

➤ **Other Items for Discussion or Distribution**

- Branka Marceta thanked the partners for being here and sharing how they are coping with COVID-19.
- Dr. Nye suggested that during the next business meeting the group discusses scenarios in case budget cuts are in the future due to COVID-19.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Tanya Praest and seconded by Gary Sutherland, the April 1, 2020 consortium meeting adjourned at 2:06 p.m. (16 in favor, 0 against).