



Capital Adult Education Regional Consortium

Meeting Minutes April 6, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Alyson Collier, Program Coordinator, Center Joint USD
Bethany Ely, Coordinator, CAERC
Butch Wagner, Principal, Amador USD
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Christine Smith, Director, Natomas USD
Christine Thomas, Dean of Student Services and Enrollment Management, Cosumnes River College
Cindy Le, Alta Regional Center
Connie Lee, CAERC Director, Sacramento COE
David French, Principal, Center Joint USD
David Williams, Dean of Language & Literature, Folsom Lake College
Denyse Curtright, California Department of Developmental Services
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Ioanna Iatridis, Yolo COE
Jackie White, Adult School Administrator, Twin Rivers USD
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Joyce Hinkson, Director, Sacramento County Office of Education
Karen Malkiewicz, Principal, Elk Grove USD
Katherine Weston, Alta Regional Center
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lori Martinez, Amador County USD
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Matthew Vendryes, Davis Joint USD
Max Villalva, Sacramento Food Bank & Family Services
Renee Collins, Director of CTE, Washington USD
Robert Lemmon, Director, Galt Joint UHSD
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD

➤ **Guests Present:**

Jan Hake, North Central Adult Education Consortium
Patty Long, CASAS
Jay Wright, CASAS

- **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

Sue Lorimer introduced Bethany Ely as the new CAERC Coordinator.

Members and Partners introduced themselves and were welcomed.

Roll call of members was taken. 12 members (Center, Davis, El Dorado COE, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers and Washington) were present which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

- **Approval of March 2, 2016 Meeting Minutes**

- Minutes from the March 2, 2016 Member/Partner Meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Grace Sauser, the March minutes were approved. Motion carried unanimously.
- Approved March 2nd minutes will be posted on the CAERC website at www.caerc.org.

- **AEBG Updates and Deliverables**

- Consortium Staffing
 - Bethany Ely has an extensive background with ESL, OTAN, CASAS, Basic Skills, teaching, assessment, and professional development. Prior to being hired by SCOE, Bethany worked at the American Institutes for Research where she worked with CALPRO. Bethany will be spearheading the curriculum alignment and assessment projects and will be supporting Amador USD's rural county AE expansion plan.
 - John Fleischman announced he will be retiring on June 30, 2016.
- CA Adult Education Legislation
 - A handout was reviewed with eight Adult Education Legislation Bills/Resolutions
 - SCR 116 would proclaim April 3 – April 9, 2016, inclusive, as Adult Education Week.
 - AB 1846 is a proposition for additional dollars beyond the original 500 million dollars for adult education.
 - AB 2860 would require consortium dollars go directly to providers and bypass the fiscal agent. Currently eight consortia in the state have chosen to go with direct funding. Many others are considering it because of conflicts and problems receiving funds.
- AEBG Annual Reporting Cycle
 - Consortium Fiscal Administration Declaration (CFAD) is the newest deliverable. The Fiscal Allocation committee ensured allocations for 16/17 are no less than what members received for 2015-16, as stated in the legislation. As members, Los Rios and SCOE have elected to opt out of an allocation for 2016-17. SCOE will continue to serve in the capacity as consortium staff in the roles of fiscal agent and program manager. The allocation listed for SCOE reflects the consortium funds held by the fiscal agent for consortium staffing. Members reviewed the CFAD during the meeting. Several edits were suggested and completed. Sue Gilmore motioned to approve the updated CFAD. Alyson Collier seconded the motion. Motion carried unanimously.
 - The Fiscal Allocation Workgroup's proposal for 2016-17 allocations was shared. \$576,810 is the projected carryover for 2015-16. A handout showing the allocation by consortium regional priority was distributed. CAERC will have approximately \$408,149 (3.7%) in reserves/unallocated funds for fiscal year 16/17. The Fiscal

- Allocation Workgroup will continue to allocate the reserve/unallocated funds to the regional priorities to reach the consortium's goal of 3%.
 - Policy Workgroup will be developing a RFA process to bid for funding. Members requested a blended committee involving the Fiscal Workgroup and the Policy Workgroup. A draft RFA process will be presented to the membership upon completion.
 - AEBG released updated Allowable Uses mid-March. Members were asked to download the most updated version.
- Part I (a): Amendments to 15-16 Documents/Plan
 - Members will vote on the 15-16 Documents/Plan amendments on May 4, 2016. It is due to the AEBG office on May 15, 2016.
- Part II: Annual Plan and Report on Expenditures
 - Information for MOE, Consortium Allocation and Rural funds will need to be reported. Tentative date for information due to CAERC is July 15, 2016.
 - Customized templates for each funding stream will be provided to members.
 - Expenditures will be delineated by the following:
 - Object codes with brief descriptions
 - Program Area
 - Objectives 3-7
- Part III: Demographics & Performance Measures
 - Demographics & Performance Measures are due to CAERC on July 22, 2016.
 - Consortium report is due to the AEBG Office on August 1, 2016.
- Alignment Workgroup
 - Alignment work will begin in June. Orientation is April 15, 2016. The writing workgroup will meet 8:30 am – 11:30 am. The math workgroup will meet 12:30 pm – 3:30 pm.
 - Member representatives will complete the hiring paperwork during Orientation.
 - Faculty and staff will get to know each other and define the expectations and goals for the alignment work sessions in June. Anticipated goals will likely be to identify existing courses, identify the course objectives/gaps that currently exist, and to draft recommendations to submit to the consortium members.
 - Representatives that have a credential issued by the Commission on Teacher Credentialing will not have to be fingerprinted. All others will have to be fingerprinted by SCOE.
 - Members should submit representative names for writing, ESL writing, and math to Holly Clark.
 - The colleges and K-12 AE have a common interest in finding what skill level students need to have when they leave adult education to be successful in college.
 - An ideal outcome would be an assessment tool that can be given to K-12 AE students exiting the program that will show students' readiness to be successful to pass the college entrance assessment.
 - Los Rios would like to have a secondary representative fingerprinted and authorized to work in the event a fill-in is needed.
 - An Alignment Focus Group will be created to work out logistical issues for 2016/17.
- TOPSpro Enterprise Consortium Pilot
 - A Google folder has been created that holds all the TE Pilot documents: the registration form template, how-to's, meeting and event schedules, etc.
 - TE Pilot has required monthly face-to-face meetings with member representatives.
 - Monthly optional online trainings and workshops hosted by Patty Long are available.
 - Members can call or email Patty, Bethany or CASAS tech support for assistance.

- Non-WIOA funded members will need to complete an e-proctor certification if they opt for CASAS eTesting.
- Jay Wright and Patty Long were in attendance and answered questions.

➤ **Marketing and Outreach**

- Sacramento News and Review
 - The SN&R was distributed on March 31, 2016. Glossy copies of the publication were distributed to all members and partners who were present.
- Websites
 - www.capitaladulthood.org is the new learner site. A tour of the site was given to those present.
 - The CAERC Asset Map site will go live in June 2016.
 - The consortium site, www.caerc.org, has been updated. The site includes links to the CAERC Plans, the AEBG site, CAERC Priorities, and the Sacramento News & Review publication. The site also has a place for guests to electronically sign-up to receive CAERC's quarterly newsletter.
- Adult Education Week: April 4-6, 2016
 - Members were given a printed CAERC Adult Education Week poster. The poster was sent electronically to all member and partners.
- CAERC Community Newsletter Template
 - The purpose of the quarterly newsletter is to provide the consortium a platform to share with its community what the consortium is working on and to invite stakeholders to attend the upcoming meetings.
 - Members and partners reviewed and provided feedback on the newsletter design and template.
 - The newsletter will be emailed to members and partners in PDF format for posting on individual websites and emailed to other stakeholders. It will also be posted on the CAERC website at www.caerc.org.

➤ **Upcoming Events**

- The updated CAERC calendar was distributed. Please check the CAERC website for the most updated Google calendar.