



# Capital Adult Education Regional Consortium

## Meeting Minutes

May 10, 2017

➤ **Members & Partners Present:**

Alyson Collier, Center JUSD  
Bethany Ely, CAERC  
Breanna Besseling, CAERC  
Brett Watson, Amador USD  
Butch Wagner, Amador USD  
Charlie Linebarger, Folsom Cordova USD  
Cindy Le, Alta California Regional Center  
Connie Lee, CAERC  
Darrell Parsons, CRANE  
David W. Gordon, CAERC, SCOE  
Diana Batista, SCOE  
Erika Cardenas, California Human Development  
Grace Sauser, Davis Joint USD  
Greg McCormac, Cosumnes River College  
Jackie White, Twin Rivers USD  
Dr. Jamey Nye, Los Rios CCD  
Karen Malkiewicz, Elk Grove USD  
Keven McDonald, Natomas USD  
Kiu Chuong, CAERC  
Lisa Pettis, Galt Joint UHSD  
Lynn Bartlett, San Juan USD  
Lynn Starks, San Juan USD  
Melissa Kaye, Sacramento Job Corps  
Michelle O'Camb, SETA  
Renee Collins, Washington USD  
Roxanne Morgan, American River College  
Sarita Mehtani, CA Department of Corrections & Rehabilitation  
Sue Lorimer, CAERC, Los Rios CCD  
Sue Lytle Gilmore, Sacramento City USD  
Tammy Montgomery, American River College  
Wilda Benamati, CA Department of Developmental Services

➤ **Welcome:** Sue Lorimer, Deputy Chancellor, Los Rios Community College District

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

Roll call of members was taken. 12 members were present at time of roll call (Amador, Center, Davis, 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.

➤ **Approval of March 1, 2017 Meeting Minutes**

- Minutes from the March 1, 2017 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Lytle Gilmore, the March 1, 2017 minutes were approved. (15 yeas, 0 neas)
- Approved March 1st minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).

➤ **AEBG Updates and Deliverables**

- Consortium Fiscal Administration Declaration (CFAD)
  - CFAD was submitted on April 27, 2017.
- AEBG TOPSpro 3<sup>rd</sup> Quarter Data Integrity Report Review
  - Data & Accountability Workgroup met on April 27<sup>th</sup>. Members posted their 3<sup>rd</sup> quarter DIR information to check progress of data collection.
- AEBG TOPSpro 4<sup>th</sup> Quarter Data Integrity Report DUE 7/31/17
  - Members were thanked for submitting their 3<sup>rd</sup> quarter DIRs to the AEBG office by the April 30<sup>th</sup> due date. 4<sup>th</sup> quarter DIRs are due to the AEBG office on August 1. Members were asked to submit their DIRs by July 31<sup>st</sup> and to copy [caerc@scoe.net](mailto:caerc@scoe.net).
  - Between now and the end of July, members should focus on ensuring accurate and complete student data. A sample student survey was distributed at the April 27<sup>th</sup> Data & Accountability meeting for collecting student outcome data. Members were also encouraged to reference the revised CAERC Data Dictionary when completing student update records.
  - K-12 leads were invited to attend a special Data & Accountability Focus Group meeting on May 23<sup>rd</sup> from 9:00 a.m. to 11:00 a.m. to create locally determined definitions for Training Milestones and Skills Progression.
- AEBG Budget Revision DUE 6/20/17
  - The AEBG Budget Revision is due on 6/20/17.
  - In following with best practices, CAERC members have agreed to review their member-level budgets & expenditures for all funds (Fund A Reallocation, Fund B 2016-17, Data & Accountability).
  - Members are encouraged to review their annual plans and the AEBG allowable uses document- posted on the AEBG website- when updating member-level budgets and expenditure plans.
  - Member Budget Revisions are due to [caercsubmit@scoe.net](mailto:caercsubmit@scoe.net) on 6/2/17.
- Annual Plan, Governance, 3-Year Plan Amendments DUE 5/15/17
  - The Policy Workgroup met on March 17, 2017 to amend the consortium Governance Plan and Policies. On March 24, 2017, the Policy Workgroup's recommendations were presented at the Budget Workgroup for input and feedback. Officially-designated members and member representatives in attendance voted unanimously in favor of the workgroup's recommendations.
  - It was recommended by Director Connie Lee and Co-Chair Dr. Sue Lorimer that the membership postpone its vote on the consortium staffing policy until further discussion.
  - On a motion by Charlie Linebarger and seconded by Sue Lytle Gilmore, the CAERC Governance and Policy Amendments were approved unanimously.
  - The Policy Workgroup met on March 17, 2017 to amend the consortium Annual Plans (15-16, 16-17), Data & Accountability Workplan and the 3-Year Plan. On March 24, 2017, the Policy Workgroup's recommendations were presented to the Budget Workgroup for input and feedback. Officially-designated members and member representatives in attendance voted unanimously in favor of the workgroup's recommendations.

- Jamey Nye recommended that paragraph 4 on page 16 of the 3-Year Plan be amended to read “CAERC K-12 members will use TOPSpro Enterprise (TE) to track student enrollment, demographics, and student performance.”
- On a motion by Sue Lytle Gilmore and seconded by Jacqueline White, the amendments for Annual Plans (15-16, 16-17), Data and Accountability Workplan, and the 3-Year Plan with the recommended edit were approved unanimously.

➤ **Alignment Workgroup: Course Pilot Updates and Regional Implementation**

- An update was provided on the alignment pilots occurring across the consortium for English Language Arts, Mathematics and English as a Second Language Writing.
- ELA pilot summary: Reading & Writing for College and Career Success are 20-24 hour boot camps that address the necessary critical thinking, strategic reading and analytical writing skills outlined in the College & Career Readiness Standards (CCRS). The curriculum modifies existing Expository Reading & Writing Course (ERWC) modules for grades 7-11 to address the unique needs of the adult learner.
- The following recommendations were provided by the alignment team: require managed enrollment; refer to the course as “Reading & Writing for College and Career Readiness (RWCCR) Boot Camp Series”; Offer boot camps monthly throughout 2017-18 beginning with lower level modules in 2017; survey students to determine best schedule; provide 5 hours of teacher prep time for every 20-hour boot camp; compensate teachers for their time participating in the alignment implementation trainings and quarterly network meetings planned for 2017-18
- Mathematics pilot summary: Math Success Academy is a 40-hour accelerated boot camp curriculum designed to help ABE students develop procedural fluency and conceptual understanding of the following math topics: perimeter, area, integers, fractions, decimals, percents, rates, linear equations and proportions.
- The following recommendations were provided by the alignment team: require managed enrollment; refer to the course as Math Success Academy; Offer Math Success Academy monthly; choose a teacher with a math background; offer 10 hours/week of instruction (Mon.-Thurs. for 2.5 hrs.); provide 10 hours of teacher prep time for every 40-hour boot camp; compensate teachers for their time participating in the alignment implementation trainings and quarterly network meetings planned for 2017-18
- ESL Writing pilot summary: The ESL Writing for College & Career Success Advanced ESL curriculum focuses on the essential reading, research and writing skills ELLs need to be successful in college and career. The post-secondary career exploration curriculum requires 20-25 hours of instruction and address the content and skills required for the writing portion of EL Civics AAP 51.1. Curriculum will be modified for Intermediate-Low and Intermediate-High ESL this summer.
- The following recommendations were provided by the alignment team: Incorporate curriculum in all Int.-Low to Adv. classes; require managed enrollment in leveled ESL classes; send all ESL teachers of leveled ESL classes (Int.-Low to Adv.) to the alignment implementation trainings for ESL writing; WIOA-funded agencies should select EL Civics COAAP 51.1; provide 5 hours of teacher prep time for teaching the curriculum; compensate teachers for their time participating in the alignment implementation trainings and quarterly network meetings planned for 2017-18.
- The Implementation Training Schedule was reviewed with attendees.

➤ **Professional Development**

- Attendees reviewed a list of conferences and events. Members discussed how they used their Fund B professional development allocation and their plans for Fund C professional development.

➤ **Adult Education and CTE Teacher Workforce: Louise Stymeist**

- An update was provided on CTE credentialing, CTE teacher recruitment, potential credentialing partnerships, new CTE teacher training, and potential CAERC/CRANE partnerships for 2017-18.
- A flyer was provided to announce upcoming CTE sector workshops for educators and business leaders.

➤ **Upcoming Meeting and Events**

- Handouts were provided for the following upcoming events: CAERC Annual Planning Summit; AE Roundtable: Rethinking Fee-Based Programs; Building Career Pathways for ELLs; Student Success in the New Economy- How Students Gain a Competitive Advantage; Alignment Implementation Training Series flyers for ESL Writing Alignment, Mathematics Alignment and English Language Arts Alignment.

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.