



## Meeting Minutes

May 4, 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  
Cindy Le, Alta Regional Center  
Connie Lee, CAERC Director, Sacramento COE  
David French, Principal, Center Joint USD  
Dr. David Williams, Dean of Language & Literature, Folsom Lake College  
Denyse Curtright, California Department of Developmental Services  
Ernestina Madriles, Sacramento ESL Program  
Gary Sutherland, Principal II, El Dorado COE  
Grace Sauser, Principal, Davis Joint USD  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Ioanna Iatridis, Yolo COE  
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  
Julia Jolly, Associate Vice President General Education, Sacramento City College  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Maysua Chervunkong, Workforce Development Analyst, SETA  
Renee Collins, Director of CTE, Washington USD  
Robert Lemmon, Director, Galt Joint UHSD  
Roy Kim, Deputy Director, SETA  
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, 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

Vasseliki Vervilos, Twin Rivers USD

### ➤ **Guests Present:**

Jan Hake, North Central Adult Education Consortium

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

Members and Partners introduced themselves and were welcomed.

Roll call of members was taken. 8 members (Center, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, Sacramento COE, and Washington) were present. An additional 4 members arrived after roll call (Amador, Davis, Galt and San Juan) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

- **Approval of April 6, 2016 Meeting Minutes**

- Minutes from the April 6, 2016 Member/Partner Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the April 6, 2016 minutes were approved. Motion carried unanimously. (12 yeas, 0 neas)
- Approved April 6<sup>th</sup> minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).

- **AEBG Updates and Deliverables**

- CA Adult Education Legislative Update
  - A handout was reviewed with seven Adult Education Legislation Bills. Two bills to watch are AB 1846 (Lopez) and AB 2860 (Brown).
  - 85% of the State-held Data and Accountability money (\$25 million) will be released by June 30, 2016 to fiscal agents and direct-funded consortia. The funds will be disbursed using the AEBG regional allocation formula.
  - The funds can be used to assist with Annual Plan Reporting, Student Data Reporting, generating student outcomes, developing common assessment, intake, referrals, case management and member/partner integration.
  - The funds will be tracked in the current online system under a separate grant code and will likely align with WIOA and AEBG performance outcomes.
- AEBG Annual Reporting Cycle
  - Part I: Consortium Fiscal Administration Declaration (CFAD)
    - The CFAD was completed and submitted on April 25, 2016.
  - Part I(a): Amendments to 15-16 Documents/Plan
    - Members/Partners reviewed the proposed 2015-16 Annual Plan Amendments.
    - On a motion by Sue Gilmore and seconded by Charlie Linebarger, the 2015-16 Annual Plan Amendments were approved. Motion carried unanimously. (13 yeas, 0 neas)
  - Part II: Annual Plan and Report on Expenditures
    - The CAERC Annotated 2016-17 Annual Plan Template was reviewed.
    - Members were invited to attend the Annual Plan Summit on June 13-14, 2016 from 8:30 am – 3:00 pm. (Minimum of 1 representative per member; maximum of 3 representatives per member.)
    - The timeline and reporting expectations for the Annual Expenditure and Progress Reports for MOE, Consortium Allocation and Rural County were shared. Members are to email Annual Expenditure and Progress Reports to Holly Clark by July 15, 2016.
    - There will be three templates for the three AEBG funding streams: MOE, Consortium Allocation and Rural County. Expenditures will be delineated by: object codes with brief descriptions, program areas and objectives #3-7. Members will also report progress in a narrative format.
    - A budget template by object code will be provided to members for 2015-16 Budget Revisions.

- The deadline to submit Y1 budget to Holly Clark is June 3, 2016. Budgets must follow AEBG Allowable Uses.
  - Part III: Demographics & Performance Measures
    - Demographic & Performance Measures are due to CAERC on July 22, 2016.
    - May 12, 2016 is the next TE Lab Workshop. The topic will be Performance Outcomes.
- Policy Workgroup
  - The proposed CAERC Policy Statements and Governance Plan Amendments were reviewed.
  - Suggested edits were received and made.
  - Charlie Linebarger motioned to move the Policy Statement and Governance Plan Amendments to consent items. Co-Chair Sue Lorimer seconded the motion and all members agreed to change the items to consent.
  - Members approved the proposed Policy Statements and Governance Plan Amendments consent item. Motion carried unanimously. (15 yeas, 0 neas)

### ➤ **WIOA Update**

- Roy Kim, Deputy Director of SETA, provided a WIOA update.
  - The Sacramento area has a new Workforce Board comprised of 25 members.
  - Regional work is emphasized under the Workforce Innovation and Opportunity Act
  - The Capital Region is comprised of Yolo County, Golden Sierra (El Dorado, Sierra, Alpine) and North Central Consortium (Yuba, Sutter, Glen, Colusa) and Sacramento.
  - There are a few RFP's in process. Youth Program funding recommendations were released last week. The Adult & Dislocated Worker proposals are being evaluated.
  - The new Workforce Board has similar or common measures for Title I and Title II. The measures are more focused on longer-term interventions than under the prior legislation.
  - AB 2642 (Garcia) would increase adult education services.

### ➤ **CCAE State Conference**

- Members Sue Gilmore, Alejandro Ramos, and Karen Malkiewicz attended the CCAE State Conference held April 21-23, 2016 and shared highlights from the conference.
- CAERC members suggested the consortium fund a community college representative and a partner to attend the CCAE State Conference in 2017.

### ➤ **2016-17 Planning**

- K-12 members completed a Current & Planned Course Offering survey. Community college members and partners completed a Marketing & Outreach questionnaire.
- Members/partners divided into groups facilitated by John Fleischman, Sue Lorimer, Connie Lee and Bethany Ely to share survey and questionnaire responses. K-12 members shared what new ABE, ASE and EL classes they will offer in 2016-17 as well as their program expansion and curricula needs for these program areas. Community College members and partners shared their favorite marketing ideas and recommendations for a consortium-wide event.

### ➤ **Adult Education Credentialing**

- SCOE's School of Education is interested in partnering with CAERC.
- Multiple pathways to increase the number of adult education credentialed teachers in the region were explored. Two pathways were presented and discussed with the consortium:
  - Pathway 1: Develop a Designated Subjects Adult Education Teaching Credential Program
  - Pathway 2: Place School of Education Interns in AE Programs
- CAERC staff will share information collected from members/partners with the School of Education.

- Adult Education Credentialing will be a topic at the CAERC Annual Planning Summit in June.

➤ **Upcoming Meetings and Events**

- Calendars with upcoming CAERC meetings and events and upcoming professional development opportunities were shared.
- Members/partners were reminded to check [www.caerc.org](http://www.caerc.org) for the most up-to-date calendar.
- The CAERC monthly meeting for July has been moved from July 6, 2016 to July 13, 2016 due to the Independence Day holiday. Signatures from officially-designated members will be required on the 2016-17 Annual Plan at the July 13<sup>th</sup> meeting. Arrangements to obtain a signature will be made for any member unable to attend the July monthly meeting.

➤ **Public Comment**

- There were no public comments.