



Meeting Minutes

June 3, 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 USD
Casandra Issaka, Sacramento Public Library
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
Kiu Chuong, CAERC/SCOE
Lisa Pettis, Galt Joint USD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Dr. Nancy Herota, SCOE/CAERC
Patricia Black, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Rhonda Balmain, Folsom Cordova 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 1:00 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Twelve voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, 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, Sacramento Public Library, and Sacramento Food Bank were also present for the meeting.

- **Approval of June 3, 2020 Meeting Agenda**
 - The agenda for the June 3 2020 meeting was reviewed.
 - On a motion by Lynn Bartlett and seconded by Sue Gilmore, the June 3, 2020 agenda was approved (15 in favor, 0 against).

- **Approval of May 6, 2020 Meeting Minutes**
 - Minutes from the May 6, 2020 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the May 6, 2020 minutes were approved (15 in favor, 0 against).
 - Approved May 6, 2020 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - May 2, 2020 - CFADs for 2020-21 were due in NOVA.
 - 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)
 - June 30, 2020 – Revised CFADs/Allocation Amendment for 2020-21 due in NOVA
 - CAERC allocation for 2020-21 has been reduced from \$12,261,268 in the January Budget Proposal to \$10,776,977 in the May Budget Revision. As a result, the consortium members will need to approve the new CFAD by June 30.
 - 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**
 - Reduced Funding for CAEP**
 - Los Rios Community College District is planning for at least a 10% reduction in funding, but will not be surprised if it is larger. On campus instruction is very uncertain for the fall. They are looking into ways to offer CTE and lab courses in-person. Due to budget cuts, Dr. Nye agrees with not filling the Transition Navigator position at this time.
 - Dr. Herota announced that SCOE released reopening plan guidance for Sacramento County schools on June 12, 2020. This guidance can be found on the SCOE website, www.scoe.net.
 - The Sacramento Public Library donated a number of computers to SCOE and their special education students. Casandra Issaka has not heard how budget cuts will affect the library, but so far, they have cut shelving positions and on-call staff. Any other changes are unknown at this time.
 - The Sacramento Food Bank and Family Services is focusing solely on food and emergency food distribution at this time. The Family Services building in Oak Park is closed, but their emergency clothing and diaper bank are available by appointment. Online donations are also being accepted.
 - Alta CA Regional Center is still waiting for direction and guidance from the state. A few of their day programs have submitted reopening plans, but they are still awaiting approval. They've been able to hold online meetings with vendors in the

interim. The Regional Center received a donation of face masks and hand sanitizer that have benefitted their residential care homes.

- The Job Center at Charles A. Jones has switched to distance learning using Google Classroom. The job coaches have been able to deliver learning through distance learning or phone calls.
- The staff at the Job Center in Elk Grove are back to work on staggered schedules. Job developers have been reaching out to clients through phone and email. A pick up and drop off station has been set up. Typing tests are being done by appointment only and they are taken outside. Youth clients have been picking up Chromebooks donated by SETA.
- Twin Rivers Refugee Grant work is being primarily done by phone and email. Reports and checks are being done in person, one at a time, with proper precautions. They are still waiting on direction from the district regarding 12-month employees.

Graduations and end-of-year

- Washington will hold a virtual ceremony on June 12, 2020.
- Twin Rivers will hold a virtual ceremony on June 16, 2020 at 2pm. It can be viewed on Sacramento cable channel 16 and on YouTube.
- San Juan will hold a drive-thru ceremony on June 10, 2020 from 12pm to 2pm. Each student will get a box with their cap, gown, tassel, letters from teachers, diploma, and other trinkets.
- Sacramento City does not have a diploma program, but does offer HSE and CTE programs. They will hold a virtual ceremony on June 25, 2020 at 5:30pm. It can be viewed on Sacramento cable channel 16, Twitter, Facebook, and YouTube.
- Natomas held a virtual ceremony on May 21, 2020. The video can be viewed on YouTube.
- Galt will hold a virtual Zoom ceremony on June 11, 2020 at 6:30pm.
- Folsom Cordova held a drive-thru graduation on May 26, 2020. Graduates picked up bags with their cap, tassel, and diploma. They also gave out flowers, snow cones, and took pictures. A virtual tribute is currently in the works.
- Elk Grove is not hosting a graduation ceremony. Graduates will receive tassels in the mail with their diplomas.
- El Dorado County Office of Education held a drive-thru ceremony on May 28, 2020.
- Davis held a pick-up event on May 27, 2020, but only 3 students showed up, partly due to the fact that many of them live far. A virtual graduation video will be shown on June 8, 2020 at 6pm and a watch party will be held on Facebook.
- Center is not hosting a graduation ceremony. The graduates will receive their diplomas in the mail.
- Amador held a drive-thru ceremony for high school students on June 2, 2020 and some of the adult students came out as well. Graduation pictures will be done at a later date and they will also receive tassels. Banners were made for each graduate and placed in downtown Sutter Creek and Jackson.

Plans for next year

- At this time plans are uncertain for next year and CAERC is waiting for the final budget to come out in August.

➤ Upcoming Meetings and Events

- Now virtual event | June 29-July 9, 2020: COABE Conference, Baltimore, MD

- Postponed to Spring 2021: CCAE State Conference, Sacramento
- Canceled: CASAS Summer Institute, June 23-25, 2020, Orange County
- CAEP TAP Webinars:
 - CAEP Virtual Office Hours, Fridays, 1:00pm – 2:00pm

➤ **Upcoming CAERC Meetings**

- Optional CAERC Budget Workgroup Check-in, Friday, June 5, 2020, 2:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, June 5, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, June 11, 2020, 1:00pm – 3:30pm, Online
- CAERC Business Meeting, Wednesday, August 5, 2020, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, August 5, 2020, 2:00pm – 3:30pm, Online
- CAERC Budget Meeting #1, Friday, August 7, 2020, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director’s Workgroup, Friday, August 7, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- CAERC Network of Transition Navigators visiting EGACE AJCC, Friday, August 21, 2020, 10:00am – 2:00pm, SCOE Room C

➤ **Other Items for Discussion or Distribution**

- Today’s working meeting will allow applicants to give feedback regarding the Special Projects Application. There will be a general discussion around what to do when there is unallocated money at the consortium level and what criteria will be used in the future. The unallocated funds for the Special Projects Application are projected 2020-21 funds and not 2019-20 funds.
- Dr. Herota added that when the Special Projects Application was announced - we had no idea about the vast budget cuts that are possibly happening.
- Dr. Nye seconded that it is not prudent to allocate money now that we might have before the budget downturn. The 12% reductions are substantial and we will all work through it.
- Branka Marceta added that we need to plan for possible further cuts.
- Branka Marceta thanked Lynn Bartlett, San Juan USD, and Keven MacDonald, Natomas USD, for their service to adult educations and extended wishes for a great retirement on behalf of all consortium members.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the June 3, 2020 consortium meeting adjourned at 2:03 p.m. (15 in favor, 0 against).