



Meeting Minutes August 5, 2020

➤ **Members & Partners Present:**

Ann Bui, Alta CA Regional Center
Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Butch Wagner, Amador County 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
Jay Berns, Washington USD
Karen Malkiewicz, Elk Grove USD
Kiu Chuong, CAERC/SCOE
Lisa Pettis, Galt Joint USD
Michelle O’Camb, SETA
Michael Gillespie, El Dorado COE
Dr. Nancy Herota, SCOE/CAERC
Patricia Black, CAERC/Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Shirley Skadan-Smith, Alta CA Regional Center
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. Ten voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Natomas, Sacramento City, San Juan, and Washington). Center and Twin Rivers arrived after the roll call. Twin Rivers voted electronically before the meeting. Sacramento COE member was unable to attend and submitted votes electronically. This 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, SETA, and Valley Vision were also present for the meeting.

- **Approval of August 5, 2020 Meeting Agenda**
 - The agenda for the August 5, 2020 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the August 5, 2020 agenda was approved (12 in favor, 0 against). [Sacramento COE and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

- **Approval of June 3, 2020 Meeting Minutes**
 - Minutes from the June 3, 2020 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Gary Sutherland, the June 3, 2020 minutes were approved (12 in favor, 0 against). [Sacramento COE and Twin Rivers submitted their vote electronically in favor of approving the agenda.]
 - Approved June 3, 2020 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - August 1, 2020 – Student data due in TOPSPro (Q4) Final
 - August 14, 2020 – Approve the CFAD in NOVA
 - 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)
 - September 1, 2020 – July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA
 - September 30, 2020 – 20/21 Member Program Year Budget and Work Plan due in NOVA
 - September 30, 2020 – End of Q1

- **Select Topics**
 - Funding for 2020-21**
 - In May, the CAERC allocation for 2020-21 (Fund F) was reduced from \$12,261,268 to \$10,776,977, a reduction of 12.11%, due to the May Budget Revision. After the final budget was approved in June it was decided that CAEP would be funded at the same level as 2019-20. This brings the overall allocation to the consortium to \$11,986,773. There will be no COLA for 2020-21. As a result, the consortium members will need to approve the new, increased CFAD/Allocation Amendment in NOVA by August 14, 2020.
 - Annual Plan 2020-21**
 - The 2020-21 Annual Plan is due on August 15, 2020.
 - The CAEP Office stated that the Executive Summary for this should address the following topics: COVID-19 Epidemic, Fiscal Impact of COVID-19, and Systemic Racial Injustices. Over the summer CAERC staff asked members to provide responses on how their schools are handling each topic. This input will be incorporated into the Annual Plan.
 - Plans for Starting the School Year in Distance Learning Mode**
 - Charles A. Jones is seeking exceptions for their CTE classes to become hybrid classes.
 - San Juan received the ok to bring their Spring 2020 students back to finish their hours for the medical assisting program. Adult Education is planning on starting September 9, 2020.

- Folsom Cordova is holding in-person testing with social distancing. They are only allowing 5 students at a time and everything is done outside with partitions between desks. Masks and hand sanitizer are provided. Their ESL enrollment went way down, but ASE is up. For students who are not showing up for testing because they are uncomfortable being on site are being placed over the phone.
- Sacramento City is also doing parking lot testing, but they are only testing for CTE right now. They have been making appointments for 1-on-1 CASAS remote testing, but they are having glitches with it.
- Branka noted that CASAS is looking into a Zoom room that would have 1 proctor and 5 students would be able to test at a time. She will keep everyone posted as she hears more. CASAS may also release guidance on the cases where a student was tested in 2019-20 and is enrolling this year. The tests going back to January 2020 may be used as a pre-test. This proxy pre-test process in 'normal' years allows agencies to go back to May of the previous school year.
- EDCOE is ready to launch testing, but they are currently waiting on approval to bring students into the classrooms. ESL enrollment has dropped for this semester. Their Pearson Testing Center is set to open on August 10, 2020.
- Natomas is looking into starting up parking lot testing. Students will be required to take the test in their car. Adult Education is planning on starting September 8, 2020. The fall semester will be fully online.
- Galt Adult Education is planning on starting August 24, 2020. The fall semester will be fully online. Once they receive approval they will test 4-5 students at a time, provide face masks, and they have mobile partitions. They will be hosting a drive-thru computer pick up on August 20, 2020.
- Elk Grove is not allowing students on campus through September.
- Washington will start distance learning on August 31, 2020.
- Amador will start with distance learning, but they do not have an opening date yet.
- A good number of SETA's sub-contracted sites are open, operating, and following very strict safety guidelines. The most frequent request they have been receiving lately is for typing certifications. The state-hosted SETA sites and EDD are closed to the public. On Thursday, July 30th EDD issued Guidance Number: WSIN20-07 on reopening America's Job Center of California.
- The Sacramento Public Library has been able to onboard new tutors for remote learning. They have lots of tutors for HSE. The online diploma program is still going strong and scholarships are available. Two virtual English conversation groups are being hosted on Thursdays at 1pm and 5pm. Virtual job coaches are available in both English and Spanish. A virtual story time for families is being hosted multiple times a week. 26 library locations are now offering curbside pick-up. Information for all these events can be found on the library's website: www.saclibrary.org.
- Alta CA Regional Center's site-based programs are still closed. Some clients are still able to work through supported employment. Programs have been challenged by DDS to reinvent themselves.

➤ **Upcoming Meetings and Events**

- CAEP TAP Consortia Leads and Members Event, October 5, 2020, Virtual Event
- CATESOL Annual Conference, October 8-11, 2020, Virtual Event
- CAEP TAP Summit, October 26-29, 2020, Virtual Event

- CAEP TAP Webinars:
 - CAEP Data & Accountability for 2020-21, Wednesday, August 5, 2020, 1:00pm – 3:00pm
 - Region 1- Northern California: CAEP Regional Network Meeting, Monday, August 10, 2020, 1:00pm – 2:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting #1, Friday, August 7, 2020, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, August 7, 2020, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, August 21, 2020, 10:00am – 2:00pm, Online
- CAERC Business Meeting, Wednesday, September 2, 2020, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, September 2, 2020, 2:00pm – 3:30pm, Online
- CAERC Marketing & Outreach Meeting, Friday, September 11, 2020, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, September 11, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, September 17, 2020, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, September 25, 2020, 10:00am – 2:00pm, Online

➤ **Other Items for Discussion or Distribution**

- There were no items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Gary Sutherland, the August 5, 2020 consortium meeting adjourned at 2:02 p.m. (12 in favor, 0 against).