



Capital Adult Education Regional Consortium

Meeting Minutes August 7, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Brett Wolfe, San Juan USD
Casandra Issaka, Sacramento Public Library
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Lara Stewert, Alta CA Regional Center
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Noe Guerra, Washington USD
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain – Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Xitlalic Martinez, CA Human Development

➤ **Other Attendees:**

Adriana Sanchez-Aldana, CCAE

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:04 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Eight voting members were present at time of roll call (El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, Sacramento COE, and San Juan). Amador arrived after the roll call and two members who were unable to attend submitted their votes electronically (Davis and Twin Rivers) 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, SETA, and CA Human Development were also present for the meeting.

➤ **Approval of August 7, 2019 Meeting Agenda**

- The agenda for the August 7, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the August 7, 2019 agenda was approved (13 in favor, 0 against). [Davis and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of June 5, 2019 Meeting Minutes**

- Minutes from the June 5, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the June 5, 2019 minutes were approved (13 in favor, 0 against). [Davis and Twin Rivers submitted their vote electronically in favor of approving the agenda.]
- Approved June 5, 2019 minutes will be posted on the CAERC website at www.caerc.org

➤ **California Adult Education Program Updates and Deliverables**

- MOUs and Award Letters for 19/20 – CAERC Fund E
 - Memoranda of Understanding (MOU) for the Capital Adult Education Regional Consortium’s Fund E, program year 2019-2020, were e-mailed to members on July 10, 2019.
 - CAERC received questions from a few districts’ legal departments about why this year’s MOU overlaps in years with the previous MOU. The reason is each year’s MOU covers a 3-year period. The state allows for 2 years, with an additional 6 months with corrective action, for each fund to be spent by the consortium member or local educational agency. Our consortium decided to spend each year’s funds over 18 months, but the MOU was written with the state guidelines in mind.
- Student Data in TOPSPro Enterprise (Q4) for PY 2018-19 was due August 1, 2019 for CAEP. WIOA II student data was due July 15, 2019.
- The Annual Plan for 2020-21 is due in NOVA on August 15, 2019.
- 17/18 and 18/19 Member Expense Report (Q4) is due in NOVA September 1, 2019. The consortium must certify the report by September 30, 2019.
- July 1, 2018 to June 30, 2019 expenses by program area (estimates only) are due in NOVA September 1, 2019.
- 19/20 Member Program Year Budget and Work Plan is due in NOVA September 30, 2019. The consortium must certify the plan by October 30, 2019.
- 19/20 Student Data in TOPSPro Enterprise for Q1 is due October 30, 2019.

➤ **Select Topics**

Preliminary CAERC data for 2018-19

- Student data from 2018-19 shows that throughout the region we’ve served close to 1000 fewer students than in 2017-18. One of the consortiums goals for 2018-19 and ongoing is to sustain and improve the quality of classes that are offered. The data shows that this seems to be happening.
- The Public Policy Institute of California (PPIC) reports that many Californians with less than a high school diploma are leaving California; these are primarily the

people adult education serves. This could be one of the reasons regional enrollment is down.

- Another possible explanation for decreased enrollment is that fewer classes were offered as a result of increased staff and program costs without an increase to our funding . The workforce programs are also seeing a downward trend.
- The percentage of students with 12+ hours of instruction by program area increased or remained about the same for 2018-19 compared to 2017-18.
- The percentage of students with 12+ hours of instruction and a paired test remained about the same for 2017-18 and 2018-19.
- The percentage of students with a paired test that achieved an EFL gain increased from 2017-18 to 2018-19. The goal for 2019-20 is to improve EFL gains by 3% consortium wide.

Developing Fact Sheets

- One of the objectives for 2019-20 is for each district to create a fact sheet that will help the public understand who we are and what we do.
- Sacramento City USD and Elk Grove USD will present their fact sheets at the October Business Meeting. One or two districts will present their fact sheets at each subsequent meeting.
- Some of the data each district may want to address on their fact sheet includes: number of students, achievement levels, employment and placement rates, completion rates, student success stories, etc. Examples of data sheets from throughout California can be found at <https://www.ccaestate.org/grass-roots-resources>

➤ **Upcoming Meetings and Events**

- 2019 ProLiteracy Conference on Adult Education, September 25-28, 2019, San Diego
- California Department of Education, Adult Education Office Orientation for New Administrators in WIOA Title II/AEFLA Programs, September 30, 2019, Sacramento
- CATESOL Annual Conference, October 3-6, 2019, San Jose
- CAEP Data and Accountability Road Show, Thursday, October 10, 2019, 9:00am to 12:00pm, SCOE, Mather Room
- CCCAOE Fall Conference, October 16-18, 2019, Rancho Mirage
- CAEP Summit, October 29-30, 2019, Garden Grove
- ACSA Leadership Summit, November 7-9, 2019, San Francisco
- CAEP TAP Webinars:
 - Annual Plan Submission and More, Wednesday, August 9, 2019, 12:00pm to 1:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting, Friday, August 9, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Director’s Workgroup Meeting, Friday, August 9, 2019, 2:30pm – 4:00pm, SCOE Board Room
- CAERC Business Meeting, Wednesday, September 4, 2019, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, September 4, 2019, 1:00pm – 2:00pm, SCOE Mather Room

- Marketing & Outreach, Friday, September 6, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Director’s Workgroup Meeting, Friday, September 6, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Date & Accountability Workgroup Meeting, Thursday, September 19, 2019, 1:00pm – 3:30pm, SCOE Library Meeting Room

➤ **Other Items for Discussion or Distribution**

- Michelle O’Camb inquired whether there will be a strong Adult Education attendance at the California Workforce Association’s Meeting of the Minds Conference in Monterey from September 3-5, 2019. Last year there was a strong Adult Education presence and Michelle is hoping for the same this year.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Gary Sutherland, the August 7, 2019 consortium meeting adjourned at 2:03 p.m. (12 in favor, 0 against).