



Capital Adult Education Regional Consortium

Meeting Minutes September 13, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE
Andy Ponce, Alta Regional
Angela Hatter, Sacramento City USD
Bethany Ely, CAERC
Blaine Smith, Sierra Asset
Branka Marceta, CAERC
Breanna Besseling, CAERC
Butch Wagner, Amador USD
Casandra Issaka, Sacramento Public Library Authority
David Publicover, El Dorado COE
Diana Batista, SCOE
Doc Smith, Highland Community Charter
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Joyce Hinkson, SCOE
Karen Malkiewicz, Elk Grove USD
Kiu Chuong, SCOE/CAERC
Laura McCrary, Futures Explored
Lisa Pettis, Galt JUSD
Louise Stymeist, SCOE
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Melissa Baldwin, Washington USD
Michelle O'Camb, SETA
Mike Roessler, Highlands Community Charter School
Mike Smith, SCOE
Raquel Arata, American River College
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sue Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD
Wilda Benamati, Department of Developmental Services

➤ **Welcome:** Al Rogers, Deputy Superintendent, SCOE

Dr. Rogers introduced the new CAERC Director, Branka Marceta to the members and partners. Al Rogers gave a brief background of her qualifications that made her a successful candidate and consequently a strong asset to the CAERC team. He highlighted Branka's background working with OTAN at SCOE for the past decade and her connections across the Sacramento region and across the state, as well as nationally. He noted her beginnings as an adult education teacher at Milpitas Adult School and her extensive adult education background and knowledge.

Branka Marceta thanked all members involved with the hiring process and shared a prepared statement about what she envisions her role to be as a CAERC Director: to serve an integrated regional delivery system to provide education and workforce services to underserved adults. In addition, she hopes and strives to facilitate the maximum effectiveness of each member and the consortium as a whole and ensure that partners are participating in all available opportunities for collaboration. She is looking forward to the successes and challenges as more learning opportunities come with failure. By the end of the fiscal year, Branka envisions the consortium will provide clean data and strong number as well as powerful stories of the learners and community members CAERC serves.

Roll call of members was taken. Eleven members were present at time of roll call (Amador, Davis, El Dorado, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, San Juan, SCOE, Washington) and 1 member submitted their votes electronically prior to the meeting (Natomas), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Tad Meyers announced that Twin Rivers USD now has almost 200 adult education students enrolled, tested, and served.

Lisa Pettis announced that Galt USD has almost 100 adult learners enrolled in their program.

Joyce Hinkson announced there will be an opening at SCOE to fill Branka's former position (Coordinator, Technology Projects, OTAN). More details are to follow.

Jamey Nye congratulated Branka, shared about his participation in the hiring process and expressed his gratitude that the consortium attracted such talent.

➤ **Approval of September 13, 2017 Meeting Agenda**

- The agenda for the September 13, 2017 Consortium Meeting was reviewed.
- Casandra Issaka requested to add an item to the agenda: to show members and partners the new Sacramento Public Library database.
- Jamey Nye requested to add a discussion about DACA to the agenda.
- On a motion by David Publicover and seconded by Butch Wagner, the September 13, 2017 agenda was approved with the added agenda items (14 in favor, 0 against).

➤ **Approval of August 9, 2017 Meeting Minutes**

- Minutes from the August 9, 2017 Consortium Meeting were reviewed.
- Grace Sauser pointed out a contradiction in the meeting minutes. On page 2, under “AEBG Updates and Deliverables,” the sixth bullet down states “CAERC has spent 75% of the Data & Accountability money and the members have until December 31, 2017 to spend it down. The state may extend this deadline, but nothing has been announced. This contradicts what Diana stated on page 5, fourth bullet down, “Diana announced that AEBG office has extended spending deadline for the Data and Accountability funds to December 31, 2018.”
 - It was decided that this contradiction was justified since the minutes are an accurate depiction of what happened in the meeting. (Diana received the announcement mid meeting after Kiu discussed the CAERC reporting dates with members).
- On a motion by David Publicover and seconded by Butch Wagner, the August 9, 2017 minutes were approved (15 in favor, 0 against).
 - Keven MacDonald, Natomas USD, submitted an approved electronic vote.
- Approved August 9th minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 16/17 Annual Plan Submitted

- Bethany submitted the Annual Plan on Friday, August 11.
- Bethany was able to remove the strategies that incorrectly appeared in the AEBG portal.
- Branka informed the members that the Annual Plan is only part one of the submission. Additional reporting pieces will be implemented this fiscal year.

FY 16/17 Fund B MOU Addendum

- The Fund B MOU Addenda were emailed to the members on Tuesday, August 29.
- Natomas, Folsom Cordova, Galt, and Elk Grove have submitted signed MOUs.

FY 17/18 Fund C Budget and Work Plan

- Kiu Chuong thanked the members for submitting their Fund C Budget and Work Plan by September 1.
- If members would like to access these work plans, please contact either Breanna or Kiu and they will provide copies.
- As of September 13, the County Treasury had not released the Fund C allocation funds; once they are released, CAERC will work on obtaining signatures and mail out the allocation checks as soon as possible.
- As of September 13, all members have returned their signed Fund C MOUs.
- As of September 13, the Chancellor’s office had not released the AEBG Financial System passwords. Once released, training on this financial system will be provided to CAERC members.
- There is an update to the document titled CAERC Reporting Dates: members have until 12/31/18 to spend down Data & Accountability funds.

- Kiu Chuong advised members to forward the email attachment stating the extension of the Data & Accountability funds (sent on August 10) to their fiscal representative. This document will be needed for auditing purposes.
- Branka informed the members that the Fund C payments will be distributed in 11 installments.
- Neil Kelly from the AEBG Office will be holding a training at SCOE on October 10. All members interested in attending should sign up at the AEBG website.
- CAERC members will be required to submit quarterly reports to AEBG for Fund C.

AEBG 16/ 17 End of Year Student Outcome Data Submission

- Bethany thanked the members for submitting their 4th quarter AEBG Data Integrity Reports to the AEBG office by the August 1st deadline.

AEBG TOPSpro Enterprise 1st Quarter DIR Due 10/31/17

- The 1st quarter DIR for 17/18 is due to aebg@casas.org and caersubmit@scoe.net on October 31, 2017.
- The Data & Accountability meeting calendar and student data reporting due dates were emailed on August 31. The calendar is included in the meeting folder as well.

AEBG Regional Training Highlights

- Bethany and Branka attended the first AEBG Accountability Training in Concord, CA on August 17th with Neil Kelly and Jay Wright as the presenters.
- Bethany shared some highlights and updates to the members from the latest AEBG Regional Training presentation.
- There is a new reporting requirement at the community college level: all community college non-credit programs will be required to report their data regardless of what funding source is being used.
 - Although this does not affect CAERC since the Los Rios Community College District only offers for-credit courses, Jamey Nye indicated it may affect them in the future.
- All AEBG members will be required to provide quarterly reports using TOPSpro Enterprise (TE).
- AEBG Office will use LaunchBoard to match adult education student data with Los Rios MIS data. They will also use EDD wage files and work with CDE for high school equivalency testing data.
- Concern was expressed regarding EDD only using student social security numbers to track and collect data as some districts are not allowed to collect student social security numbers.
 - This will be discussed during the regional collaboration time after the monthly consortium meeting concludes; Bethany will share the memorandum and form that CDE sent out to WIOA-funded members.
- Concern was expressed regarding tracking job placement, how to track and measure the wage gain, and if it will affect the funding formula based on the outcomes and success rates.

- Branka informed the group that members would mark multiple outcomes for submission to the state. According to Neil Kelly, the state will then use a fuzzy match with CDE criteria and consortium submitted data.
- Diana Batista shared with members that funding will only shift based on member effectiveness, not on student outcomes.
- Jamey Nye informed the consortium that the Strong Workforce Program, which community colleges utilize, is 17% outcome based.
- Bethany provided clarification on program areas and their definitions.
 - Adults with disabilities is defined as “a specialized program designed specifically for adults with intellectual/ developmental disabilities.”
 - Entering or Re-Entering the Workforce is defined as “populations with systemic barriers to economic success who enroll in CTE programs.”
 - This program area will include CTE participants age 55 and older.
- Concern was expressed about the Entering or Re-Entering the Workforce program area being tied with CTE programs.
 - Bethany informed the members that courses which do not fit CTE will be considered Entering or Re-Entering the Workforce.
 - Diana informed the members that more than one program area can be marked for reporting.
- CAERC will be providing additional registration toolkits with registration forms and definition cards in 9 additional languages at the next Data & Accountability Workgroup meeting.
- Bethany shared with the members that the CLASP recommends AEBG provide performance bonuses for successfully serving subpopulations of the community of need.
- Jamey Nye shared that the Strong Workforce Program awards points for completers and bonus points based on barriers and socio-economic status of the individual.
- Michelle O’Camb shared that the Department of Labor (WIOA Title I) is looking at SAM, the Statistical Adjustment Model, and giving workforce development areas greater points for serving certain populations in Sacramento and serving a greater number of [CalWORKs](#) recipients.
- Bethany provided clarification on program areas and their definition.
 - For the Pre-Apprenticeship program area, the program must meet the Department of Labor (DOL) Quality Elements. These definitions can be found on the handout provided in the meeting folder.
 - For Adults Training to Support Child School Success, it is identified as a “program that provides education and training to adults to help school-aged children succeed in school.”
 - Parent Participation Preschool programs do not qualify under this definition.
- The AEBG outcomes come from the WIOA performance indicators and the Measurable Skills Gains (MSG).
- All student data should be entered into TOPSpro Enterprise (TE) even if the student just attended an orientation.
- Outcomes will be self-reported through TE and through a data match with EDD, CDE, and the Chancellor’s Office.

- For the 2018-2019 fiscal year, community colleges will use the MIS system and K-12 districts will use TOPSpro Enterprise (TE).
- Members can watch a webinar of the presentation by visiting www.aebg.org, selecting Events, AEBG webinars, and the August 18th date.
 - Bethany will email the PowerPoint presentation to members.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- Lynn Bartlett shared with members and partners the proposal created by the Marketing & Outreach Subcommittee which met on August 25 and September 1 and was facilitated by John Fleischman.
- The main priority of this campaign is to promote the Asset Map to the community and potential students.
- The subcommittee plans to promote the site using radio, television, bus, and/or light rail advertising.
- The light rail and bus proposal of \$17, 390 may be revised depending on the potential change in advertising cost.
- After reviewing multiple bids, the subcommittee chose SCOE for the production of short marketing videos and clips.
- The subcommittee recommends hiring a social media temp exempt for \$12,000 total (\$30 for 400 hours).
- These marketing activities will occur during the months of December and January.
- There will be follow up Marketing & Outreach Subcommittee meetings in December, February, and June.
 - Anyone who would like to attend or provide input is welcome to attend.
- Jamey Nye asked about the capacity of the courses listed on the asset map.
 - Schools including San Juan do not have a capacity issue.
- Lynn informed members that Center, Twin Rivers, and San Juan will begin staffing Transition Specialists at the Hillsdale location in October.
 - The Transition Specialist will be trained to use the Asset Map.
- Concern was expressed that a Marketing & Outreach budget of \$75,000 is too low.
 - Since this year acts as a trial run, the consortium does not intend on spending a large amount of money this year for this campaign.
 - This is also why website optimization was not included on the proposal as it can be costly.
 - Blaine Smith of Sierra Asset mentioned a less expensive company that does website optimization for under \$5,000. If interested, please contact him.
- The Asset Map can be linked to school districts and other agency pages; it is believed that it will be linked to the CA Immigration Guide as well as SacWorks.org
- When asked about the exempt temp hourly rate, the subcommittee came up with this amount based on the number of hours and weeks needed to maintain the social media platforms.
- Before the subcommittee proceeds with hiring, SCOE will need to work with personnel to make sure the hourly rate is justifiable.

- The consortium will measure effectiveness of marketing with website traffic because the website already has Google analytics data.
- Breanna is compiling bids from radio and television companies.
- The first Asset Map Data Entry Training will be on October 16th with Nancy O’Neil as the facilitator; all new and existing users are encouraged to attend.
- Please make sure all data is accurate on the Asset Map before the marketing campaign launches in December.

Alignment Workgroups

- The ESL, ELA, and Math Alignment Workgroups had their first meeting last Friday, September 8.
- This year, the Alignment Teams will be working on developing curriculum and facilitating Network Meetings.
 - There will be 3 ESL network meetings, 3 ELA network meetings, and 3 Math network meetings.
- The Network Meetings are open to all teachers; registration is required.
- For the ERWC training, Bethany is creating a modified version as the 4-day training proved to be too difficult for many teachers to attend; Bethany is coordinating dates with the instructor from Sacramento State.
 - This training is intended for High School Diploma, High School Equivalency, and English teachers.
- The Math Alignment team will be presenting an AEBG webinar on September 27th from 12:00 – 1:00 p.m. and will be discussing the 40 hour ABE level Math Bootcamp.
- The consortium discussed sharing the Math Bootcamp curriculum to attendees of the webinar and decided that the curriculum should be shared since CAERC is funded with state money.
 - Branka will make sure the curriculum has appropriate licensing.

➤ **Upcoming Meetings and Events**

- Bethany thanked the members for emailing her the names and email addresses of the teachers interested in attending CapCUE on September 30th at Rocklin High School.
 - There are still spots available, so please email Bethany additional names of teachers who would like to attend.
- The 3rd Annual AEBG Summit will be on January 22-23 in Southern California.
- The New World of Work training will be on February 22-23 at the Sacramento County Office of Education.
 - The training is capped at 40 participants. Two teachers from each K-12 district, COE, and community college will be able to attend.
 - The training is for teachers; teachers must be able to attend both days.
- The GED Roadshow will be on October 12 at Sunrise Tech.

➤ **Other Items for Discussion or Distribution**

- Jamey Nye proposed to move the DACA conversation to the next monthly meeting on October 4.

- Casandra Issaka of the Sacramento Public Library shared updates to the library database.
 - Mango Languages and Pronunciator have replaced Rosetta Stone.
 - The field “Research” has been replaced with “Digital Library.”
 - To find the Mango Languages and Pronunciator, select “digital library,” then “language learning,” then the drop down menu showing the two programs will populate.
 - Lynda is now available free of charge for library card holders and can be accessed at home.
 - Lynda provides professional development and short videos on a wide variety of computer skills.
- For the next consortium meeting on October 4, Michelle O’Camb would like to share more on the English Language Workforce Navigator Grant.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the September 13 consortium meeting adjourned at 2:41 p.m. (14 in favor, 0 against).