



Meeting Minutes September 2, 2020

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
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
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Karen Shores, Yolo COE
Kelly Hunkins, Amador County 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 Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Shelley Tompkins, Center Joint 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 1:01 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Washington). Twin Rivers arrived after the roll call. 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, Valley Vision, and Yolo COE were also present for the meeting.

- **Approval of September 2, 2020 Meeting Agenda**
 - The agenda for the September 2, 2020 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Gary Sutherland, the September 2, 2020 agenda was approved (16 in favor, 0 against).

- **Approval of August 5, 2020 Meeting Minutes**
 - Minutes from the August 5, 2020 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the August 5, 2020 minutes were approved (16 in favor, 0 against).
 - Approved August 5, 2020 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - 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
 - October 30, 2020 – 2020/21 Member Program Year Budget and Work Plan certified by Consortium in NOVA
 - October 31, 2020 – Student data due in TOPSpro (Q1)
 - December 1, 2020 – July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area (actuals) due in NOVA and certified by Consortium.

- **Select Topics**
 - Starting the School Year**
 - Los Rios is almost fully online for fall and they expect to make the same announcement for the spring. 15 first responder career education programs directly related to the COVID response, such as nursing, respiratory care, EMT, etc., are continuing on-site for fall and spring with safety precautions.
 - Currently Los Rios has not offered any other CTE programs on-site. They also have no on-site student services available or any other on-site instruction.
 - All Los Rios faculty are required to use CANVAS. The term “remote learning” is now being replaced with “online learning.” Teachers who were uncomfortable teaching online were offered training over the summer.
 - Dr. Herota informed the group that all of K-12 districts in Sacramento County started the year with distance learning. Communication has been a collaborative process with the local leaders, Public Health Department, and school districts.
 - An executive order on August 20, 2020 allows school districts to provide one-on-one special education assessments, one-on-one ELPAC initial assessments for newcomers, and one-on-one emergency counseling. Since that order, two other changes have taken place. One-on-one High School E (HiSET and GED) testing can also be done. To offer any of these one-on-one scenarios a discussion has to

happen with agencies local district leaders. It's a local district decision on how to move forward.

- On August 25, 2020 the State Public Health Department provided guidance that allows local leaders and their school districts to consider offering specialized targeted services for small cohorts of no more than 14. This is intended for students with disabilities, English language learners, and other vulnerable groups. But the County Public Health Department recommends Sacramento County districts not go through with using cohorts until testing and tracking protocols are put in place.
- Dr. Nye is happy to share Los Rios' protocol for CTE cohort as an example to members that are interested.
- The documents that Dr. Herota referenced can be found in the [September working meeting folder](#) on CAERC SharePoint.
- Sacramento City has received PPE in the form of plexiglass shields, masks, and disinfectants for their site. Elk Grove has also received PPE but could use more due to multiple sites. EDCOE, Washington, Natomas, Twin Rivers, and Amador all have received PPE as well.
- Twin Rivers will be receiving Chromebooks from their district for distribution. Washington and Galt have already distributed Chromebooks. Sacramento City is not receiving Chromebooks from their district, but those job center students/clients who qualify through various local and federal financial aid will receive a Chromebook. Amador and Elk Grove will not be receiving any technology from their districts.
- EDCOE is seeing an increase in their waiting lists for high school diploma and GED programs. Center's high school diploma program is currently full and has a waitlist. Their GED program has good attendance while their ESL program started out slow but has picked up. Washington's high school diploma and GED programs have both experienced growths. They are considering doing online and in-person classes after COVID. Sacramento City's CTE enrollment is low. The district gave permission to hold small hands-on group labs with strict precautions.
- The Sacramento Public Library will be opening soon for computer appointments and will have limited walk-in availability. Printing and photo copying are currently free for the time being. They are also offering Zoom meetings for homework help.
- SETA-hosted job centers are still closed to the public. Some staff continue to work in the office while others work from home to provide virtual services. Some sub-contracted sites are open to the public and others are hybrid.
- SETA has been able to fund 3 additional sites this year.

➤ **Upcoming Meetings and Events**

- CCCAOE Fall Conference, September 30-October 2, 2020, Virtual Event
- 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:
 - TOPSpro Enterprise (TE) Basics, Wednesday, September 2, 2020, 10:00am-11:30am
 - Generating Reports using TOPSpro Enterprise, Wednesday, September 9, 2020, 1:00pm-2:30pm
 - CAEP Accountability Basics, Tuesday, September 15, 2020, 1:00pm-2:30pm

- CAEP Accountability – Deeper Dive, Tuesday, September 22, 2020, 1:00pm-2:30pm

➤ **Upcoming CAERC Meetings**

- 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
- CAERC Business Meeting, Wednesday, October 14, 2020, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, October 14, 2020, 2:00pm – 3:30pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, October 15, 2020, 1:00pm – 3:30pm, Online
- CAERC Annual Plan Review, Friday, October 16, 2020, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, October 16, 2020, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, October 23, 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 Jay Berns and seconded by Karen Malkiewicz, the September 2, 2020 consortium meeting adjourned at 1:47 p.m. (16 in favor, 0 against).