



# Capital Adult Education Regional Consortium

## Meeting Minutes September 3, 2014

### ➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Alyson Collier, Program Coordinator, Center Joint USD  
Brian Broadway, Business and Community Liaison, Sacramento Job Corps  
Charlie Linebarger, Principal, Folsom Cordova USD  
Christie Hamm, Manager of Youth and Literacy Services, Sacramento Public Library Authority  
Christine Smith, Director of School Leadership and Support, Natomas USD  
Christine Thomas, Dean of Student Services and Enrollment Management, Cosumnes River College  
Connie Lee, CAERC Director, Sacramento COE  
Dan Allen, Adult Education Program Manager, Sacramento Food Bank & Family Services  
Darrell Parsons, Coordinator, Capital Region Academies for the Next Economy  
David Publicover, Executive Director, El Dorado COE  
Grace Sauser, Principal, Davis Joint USD  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
James Woods, Director, El Dorado COE  
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE  
Dr. Joyce Hinkson, Director, Outreach and Technical Assistance Network  
Julia Jolly, Associate Vice President General Education, Sacramento City College  
Karen Malkiewicz, Principal, Elk Grove USD  
Kim Harrell, Dean of Workforce Development, Kinesiology, Health, and Athletics, Folsom Lake College  
Lori Perez, Coordinator of College and Career Readiness and Transitions, Yolo County Office of Education  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Margo Sterling, President, Sacramento ESL Program  
Maria Rosado, Region Manager of Farmworker Services and Workforce Division, California Human Development  
Marla Miller, Director, Twin Rivers USD  
Maysua Chervunkong, Workforce Development Analyst, SETA  
Dr. Robert Williams, Superintendent, Black Oak Mine USD  
Stephanie Allen, Literacy Coordinator, Sacramento Public Library Authority  
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD  
Sylvia Romo, Sacramento Program Coordinator, Building Skills Partnership  
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College  
Wilda Benamati, California Department of Developmental Services  
William Spalding, Assistant Superintendent, Washington Unified School District

- **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology  
John Fleischman, Assistant Superintendent of Technology Services
  - Members and Partners were introduced.
  
- **Approval of August 6, 2014 Meeting Minutes**
  - Minutes from the August 6, 2014 Member Meeting were reviewed by members only. Once minutes are approved it will be posted on the CAERC website, [www.capitaladulthood.org](http://www.capitaladulthood.org), where partners can view them.
  - On a motion by Sue Gilmore and seconded by Marla Miller, the August Member minutes were approved.
  - Minutes from the August 6, 2014 Partner Meeting did not require a vote of approval and are posted on the website.
  
- **AB 86 Update and Informational Items**
  - The major professional association for K-12 in California is the California Council for Adult Education, CCAE. They are very active in the current lobbying efforts. Last week, a draft letter was sent out to all members urging the K-12 Districts to work with their superintendents to send letters to the Governor. CCAE's position is: 1. looking for dedicated funding for K-12 Adult Schools. CCAE would like Superintendents to clarify with the Governor they don't want to wait until consortium plans are fully developed and 2. local consortium plan integrity and effectiveness is dependent upon fiscal infrastructure stability.
  - CCAE is actively supporting SB 173 Bill. SB 173 has passed the Senate and the House and now goes to the Governor. The Bill would require the Department of Education, CDE, and the California Community Colleges Chancellor's Office to jointly develop and issue guidelines and policy recommendations to the Legislature regarding adult education in the areas of assessment, performance accountability, fee policies, and requires that the Chancellor's Office and CDE annually report on the number and types of adult education courses being taught, including non-credit, and the number of students being served.
  - Dawn Koepke, CCAE Legislative Analyst, is advocating on behalf of CCAE. According to her latest report, the Department of Finance is currently crafting a funding proposal to take to the Governor by October 1, 2014.
  - Many county superintendents are lobbying heavily with the Superintendents Association for the California Counties, CCSESA, and other key stakeholders regarding the consortia.
  - The Workforce Investment Act was reauthorized and signed by the President on July 22, 2014. It will be a year before the new WIOA Guidelines are implemented.
  - California still receives about 85 million dollars a year for provision of services in adult education.
  - The Department of Education's Office of Career, Technical, and Adult Education, OCTAE, is currently focusing on four major areas: College and Career Readiness, Effective Teachers and Leaders, Learning on Demand, and EveryoneOn. A handout regarding Everyone On was distributed. It requires cable providers to offer reduced rates for low-income individuals.
  
- **Northern and Southern California Council for Adult Education Update**
  - This update is being moved to the October meeting so more complete information can be given.

➤ **CAERC Summit I**

- Summit I will be held September 11, 2014. Today is the final day to register. The draft Summit agenda was reviewed.
- No more than two representatives for each Program Area per organization. The Summit will be working in Program Area workgroups.
- The Summit goal is “Rethink and Redesign Adult Education for the Region.”
- Summit II is October 24, 2014.
- Summit I will cover Objectives 1, 2, and 4. The October Summit will focus on Objectives 3, 5, 6, and 7.
- Table 4.1 should be completed prior to the Summit.

➤ **AB 86 State Summit**

- The State Summit will be October 6 & 7, 2014.
- Each Consortium can send 4 representatives: two administrators and two faculty/instructors. CAERC’s representatives will be; Tammy Montgomery from Los Rios, a faculty member from Los Rios, Sue Gilmore from Sacramento City USD, and Lynn Starks from San Juan USD.
- State Summit representatives will report out to the Consortium highlights and key points from the October 6 & 7<sup>th</sup> Summit.
- The goal for the State Summit is to compile a collection of Best Practices.
- If anyone has any Best Practices they would like to share, please send them to Connie, [clee@scoe.net](mailto:clee@scoe.net).

➤ **Completed-to-Date Report**

August 29<sup>th</sup>

- Partners and Members were given a report template at the August meeting.
- Members were asked to re-evaluate, revise, and resubmit their Narratives and Tables that were originally submitted in July.
- The partner submissions and member updated revisions were due to Connie by August 29<sup>th</sup>.
- Partners are exempt from data submission if: the data requested has not been tracked by the organization, the data requested is not applicable to the partner organization, or if the partner organization will not be accepting the \$1,000 stipend.
- If partners will not be submitting any data or collecting the stipend, please make it official and either sign the form distributed at the meeting or email Holly, [hclark@scoe.net](mailto:hclark@scoe.net), and Connie, [clee@scoe.net](mailto:clee@scoe.net), with a short note stating you will not be collecting the stipend or submitting data.
- No exemptions are granted for members.
- A submission checklist that shows what has been turned in and what is outstanding for each organization present was distributed. Please review it and let Connie know if anything is incorrect.

September 26<sup>th</sup>

- A September report template was distributed.
- The September report focuses on Objectives 3, 5, 6, and 7. No narrative is needed from members/partners.
- All member and partners are asked to complete Tables 3.1, 5.1, 6.1 and 6.2.
- Table 3.1 is program specific. One table is required per program area you provide services in. Table 5.1 is also program specific and requires one table per program area.
- Objective 6 is about professional development and is not program area specific.

- Complete Tables 6.1 and 6.2 for Objective 6.
- The Tables are due by September 26, 2014. No Narratives are required. Complete paragraphs are not required, bullet points will work just fine.
- Please submit all tables via email to both Connie and Holly.
- Objective 7 will be worked on as a Consortium, not individually which will begin in October.

**Meeting adjourned at 3:23 p.m.**

➤ **Items to work on before next meeting**

- Objectives 3, 5, and 6 - Submit Table 3.1, Table 5.1, Table 6.1, and Table 6.2. Send to Connie [clee@scoe.net](mailto:clee@scoe.net) and Holly [hclark@scoe.net](mailto:hclark@scoe.net) by September 26, 2014. Narratives are not requested for these Objectives.
- Decide your guest list for the October Summit. Registration for the October Summit will be online and an email will notify you when registration is open.