



Capital Adult Education Regional Consortium

Meeting Minutes August 6, 2014

➤ **Members & Partners Present:**

Branka Marceta, Coordinator Technology Projects, Outreach and Technical Assistance Network

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 Thomas, Dean of Student Services and Enrollment Management, Cosumnes River College

Christopher Hoffman, Superintendent, El Dorado Union High School District

Darline Dupree, Manager of Community Services and Supports, Alta California Regional Center

David Rydquist, Director of Adult & Residential Services, Alta California Regional Center

Denyse Curtright, Chief, Work Services Section, California Department of Developmental Services

Dr. Ed Manansala, Deputy Superintendent, El Dorado County Office of Education

Elizabeth Gray, Assistant Librarian, Yolo County Library

Grace Sauser, Principal, Davis Joint USD

Holly Clark, CAERC Administrative Assistant, Sacramento COE

John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE

Dr. Joyce Hinkson, Director, Outreach and Technical Assistance Network

Karen Malkiewicz, Principal, Elk Grove USD

Karina Robinson, M.A., Special Assistant, California State Library

Kim Harrell, Dean of Workforce Development, Kinesiology, Health, and Athletics, Folsom Lake College

Linda Fowler, Twin Rivers Elected School Board Member Liaison for Highlands Community Charter & Technical Schools

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

Rivkah Sass, Library Director, Sacramento Public Library Authority

Patty Wong, County Librarian, Yolo County Library

Rashid Sidqe, Vice President, Greater Sacramento Urban League

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
Ward Allen, Highlands Community Charter & Technical Schools
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. The agenda was reviewed. Partners met earlier in the morning. A history and brief overview of adult education in California and the Capital Region was provided in the morning meeting. The PowerPoints will be uploaded to the CAERC website.
 - The meeting is being recorded for the purpose of creating minutes. No members or partners objected to the meetings being recorded.
 - A global mail list has replaced the CAERC Listserv. If you “Reply All”, you can send your reply to everyone. There will be three global mail lists: Members, Partners, and Members and Partners combined.
 - First point of contact should be CAERC Director, Connie Lee (clee@scoe.net) and CC Holly Clark (hclark@scoe.net).
 - CAERC membership dropped from 17 to 16 members. El Dorado Union HSD has elected to become a partner since they do not provide any adult education services.
 - CAERC now has 20 partners. A list of partners was distributed to members. Some updates have been received. As soon as partners verify contact information, it will be uploaded to the CAERC website under Participants | Partners.
 - If you find important or critical documents that will help inform the planning process, please send them to Connie so it can be linked to the website.

- **Approval of July 2, 2014 Meeting Minutes**
 - Minutes were reviewed by members only. Once minutes are approved it will be posted on the CAERC website where partners can view them.
 - On a motion by Sue Gilmore and seconded by Kim Harrell, the minutes of the July 2, 2014 meeting were approved. Motion carried unanimously.
 - Detailed Meeting Notes will no longer be kept. Minutes will be the digital record of the meetings. The audio recording will also be kept for a year for reference purposes, if needed.

- **AB 86 Update and Informational Items**
 - On July 21st, there was a Regional Consortia chat to help the consortia share ideas and status updates. In Northern California most of the consortia have large territories and organization of those consortia have taken time. Southern California has smaller community college territories but they are densely populated. It was suggested that the Northern Consortia have a face-to-face meeting for the consortium leads to share ideas, barriers, and suggestions. There will be a state AB 86 Summit October 6th and 7th, 2014 in Sacramento. Each consortium will be allowed to send four members who have knowledge of adult education; one school district faculty member, one school district administrator, one community college faculty, and one community college administrator. If you are interested in attending or would like to recommend someone to attend, please send names to Connie. The attendees would report back to CAERC on the events of the summit. The state will cover any costs associated with

- attending.
- The Workforce Innovation and Opportunities Act (WIOA) was signed July 22, 2014. The Act takes effect July 1, 2015. Some of the highlights are:
 - A single unified plan covering all areas of the Bill;
 - There will be a single set of performance measures for adults across all core areas authorized by the Bill;
 - Focus on Career Pathways with an emphasis on contextualized ABE, ESL and occupational training;
 - Alignment to College and Career Readiness standards;
 - High-quality professional development with focus on teaching reading
 - Training for volunteers;
 - Dissemination of information about model programs and practices;
 - Assistance to local providers on the use of technology,
- Northern and Southern California Council for Adult Education (CCAEC) Sections are holding meetings during August to discuss “How’s Your Regional Consortium Going?” Lynn Bartlett stated that Bill Bettencourt attended the Northern California meeting. Lynn will get an update from Bill on the meeting and report back to CAERC.

➤ **CAERC Members and Partners**

July 2014 Regional Comprehensive Plan (Completed-to-Date)

- Connie submitted the first CAERC Regional Comprehensive Plan (Completed-to-Date) Report on July 31st. It was approximately 70 pages in length.
- Partners will be submitting data for Objectives 1, 2 and 4 by August 29, 2014.
- Members have an opportunity to revisit their data and narrative submissions for Objectives 1 and 2.
- All Members and Partners are expected to finalize their Objectives 1 and 2 submissions by August 29.
- Partners have been offered a \$1000 one-time stipend to offset cost of staff time for data collection.
- Program Area 1 - Elementary and Secondary skills represented the largest segment, 62% with almost 25,000 students for 13/14. A total of \$7.7 million with an average cost of \$309 per student. Program Area 2 - ESL, Citizenship and Workforce Preparation classes and basic skills; 12,000 students, \$5 million with an average cost \$459 per student. Program Area 3 - Adults with Disabilities; 560 students served with \$1.5 million and an average cost of \$2,700 per student. Program Area 4 - Short-term CTE; 1,487 students served, \$4.3 million with an average of \$2,949 per student. Program Area 5 - Apprenticeships; 769 students served, \$635,000 with an average of \$826 per student
- By the next reporting period (10-31-14) we want a completed-to-date document that responds to all seven objectives.
- Objective 4, addressing the gaps, is the next big priority.
- After August 29th Connie will be sending out a template form to be used in collection data for the other objectives.
- Next completed-to-date report is due at the end of October and should be as accurate as possible. December report will be finessing October data. The final official report will be due March 1st and then the reporting efforts are done.
- Sue G. suggested that after the October report is prepared that we invite Sacramento area legislators to a meeting to hear a presentation from CAERC. The purpose of the meeting would be to offer them an overview of CAERC activities and needs. John stated that monies cannot be spent to lobby but can be used to inform.
- Christopher H. suggested our representatives at the state summit should talk with the Los

Angeles area representatives. If the LA Consortium staff can inform their legislators it would help all regions.

- Sue L. will investigate what the Chancellor's office is doing in regards to informing legislators and other key stakeholders.
- Communication and providing information to the greater Sacramento community is a part of our work. To that end, John received a call from Sacramento News and Review (SNR). They would like to do a publication piece on the work of the CAERC Consortium. John asked the group if they might be interested in such a publication. The target audience would be policymakers, administrators, superintendents, decision-makers, legislators and the general community. CAERC could mail them to the target audience. If this work is pursued it would need to be produced as an insert for the larger publication. Need to explore this option further.
- Members would like it noted in the minutes that Connie did a wonderful job on the report. It looked great.

Objectives 1, 2, and 4

- The completed-to-date report was due at the end of July and was submitted by Connie.
- In preparing narrative for Objectives 1 and 2, members were not given a detailed guide for information that needed to be included. Connie has rectified that situation by creating a template for members/partners to use as they create and/or refine their narratives. For members that did not complete, did not submit completed data, or members who would like to go back and add additional narrative can use this template.
- The template is for Objectives 1, 2, and 4.
- No more than three pages response per program area. If you do not offer the program, please indicate no services provided.
- If submission includes a reference, please cite the resource.
- All acronyms need to be written out the first time they are used.
- Try to stay away from personal pronouns when preparing any narrative responses.
- Having consistency would be very helpful for compiling individual narratives into a group narrative.
- Partners need to complete Tables 1.2 and 2.0.
- A consultant, Dick Stiles, is being hired to assist with the demographic work. Dick previously worked at the Department of Education and CASAS. Dick will handle some of the demographic and regional data.
- Some additional data will still be needed from members such as a snapshot of process, organizational structure, what assessments are being used, accountability, etc.
- The template will be sent to all members/partners electronically.
- Charlie would like clarification for item b) on page 3 – Processes. Would like to know what information this question is trying to collect. A thought was it might be an overall district governance. John will check with Connie and get back to the members/partners with clarification.
- Objective 1, 2, and 4 data/narrative is due to Connie by August 29, 2014. This is a chance for expansion for those who did not submit or submitted overly brief narrative.
- Table Notes lists the tables to be completed with each objective.
- Charlie mentioned that Objective 2, page 9, data collection requirements might be problematic. Collecting information about adults who do not have a high school diploma will be hard for districts to complete as reports are run by zip codes, which overlap into other districts. John will speak with Dick Stiles and run some of these questions by him. Sue L. suggested Dick do the preliminary data collection and follow up with districts as needed.
- Sue G. stated that K-12 English learner statistics by program area is data the districts will not have. They can provide district totals but not by program area. Sue L. shared that it says Possible Indicators so all of the bullets may not apply.

- Regional Data Source information should be pulled by district so it can be compiled into Consortium totals. Sue G. suggested the data be pulled from the WIA application.
- If you don't have an item, such as wait lists, you can explain that in the narrative.
- Objective 4 data wasn't really tackled for the July report. Information is needed for the October report. Each district can identify gaps in their areas. The summits will identify regional gaps.

➤ CAERC Summits

Summit dates - September 11, 2014 and October 24, 2014

- Charlie (Folsom Cordova) has offered their district office to host the summits. Please add the dates to your calendar. Charlie will get back to John and Sue about the numbers of attendees that their district office can accommodate.
- Tammy from American River College offered her facility as a backup or possible 2nd location if needed. ARC has four large rooms side-by-side that will each hold 50 people.
- Sue G. offered Sacramento City Unified District Office as an alternate location if needed. Another solution may be to have multiple sites for the summits.
- All five subject program areas will be discussed at both summits. An idea to split the summits up by program area was discussed to alleviate the space issue. This will not work. The information from the September 11th summit will be very helpful to include in the October 31st report. If some subject area program groups don't meet until October 24th it would be difficult to include that information in the next CAERC report due on October 31.
- Sue L. suggested spending time within groups at the September summit to discuss in-depth where needs currently exist and to prioritize how to address those gaps. That would give the Consortium very useful information for the October report. At the October 24th summit the same groups could meet and further refine what should be in the plan to address those needs and gaps.
- It was originally discussed that two people from each program area per member/partner agency. Members expressed an interest in having more staff allowed to participate at the summits so teachers are allowed a voice. Sue L. mentioned that Los Rios is having pre-summit meetings so everyone can voice their thoughts/concerns and then the designated faculty and staff will attend and represent their colleges.
- Holly will send an email out to members/partners and request a number each district/agency would like to include in the summits.
- The summits will be held from 9 a.m. - 2 p.m. on both dates.
- If agencies are not able to attend in large numbers or at all, please bring/send input that can be shared.

Summit goals and process

- The goal of the summits is to understand what is happening across the regional in each of the five program areas, discuss the gaps, and offer recommendations to close the gaps.

Meeting adjourned at 3:26 p.m.

➤ Items to work on before next meeting

- Objectives 1, 2, and 4 - Submit or expand upon Table 1, Table 2, and narratives. Send to Connie clee@scoe.net and Holly hclark@scoe.net by August 29, 2014. If your district has submitted detailed information for Objectives 1, 2, and 4, you do not have to do more.
- Think about who you would like at the summit and create a guest list to submit. Brainstorm possible tasks and questions for address for the CAERC Summits.