



Capital Adult Education Regional Consortium

Meeting Minutes April 11, 2018

➤ **Members & Partners Present:**

Dr. Al Rogers, Sacramento COE
Bethany Ely, CAERC
Branka Marceta, CAERC
Brenda Avalos, Galt Joint UHSD
Brenda White, Futures Explored
Butch Wagner, Amador County USD
Casandra Issaka, Sacramento Public Library Authority
Danise Egan, Twin Rivers USD
David French, Center USD
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Holly Clark, CAERC
Dr. Jamey Nye, Los Rios CCD
Dr. Joyce Hinkson, Sacramento COE
Karen Swan, Yolo COE
Katherine Weston, Alta Regional Center
Kelly Hunkins, Amador County USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Patricia Black, CAERC
Rhonda Koff Balmain, Folsom Cordova USD
Shirley Skaden-Smith, Alta CA Regional Center
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Vivian Hernandez-Obaldia, DOR

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

The meeting started at 1:02 pm. Lynn Bartlett welcomed partners and members to the Creekside Adult Center and gave a brief history and update of her campus. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Center, Davis, El Dorado, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, 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 Yolo COE, Alta Regional Center, SETA, Sacramento Public Library, Department of Rehabilitation, and Futures Explored also joined the meeting.

Branka Marceta welcomed CAERC's new Administrative Assistant, Patricia Black. Patricia has over three years of experience working with adult educators, carrying out tasks such as managing membership databases, reviewing and proofreading written documents, completing purchase requisitions, submitting purchase orders, managing travel and meeting logistics for events for up to 200 participants, providing support with budgets, expenditure contracts, as well as the hiring process and time-tracking for the work by exempt temporary employees

➤ **Approval of April 11, 2018 Meeting Agenda**

- The agenda for the April 11, 2018 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Butch Wagner, the April 11, 2018 agenda was approved (16 in favor, 0 against).

➤ **Approval of March 7, 2018 Meeting Minutes**

- Minutes from the March 7, 2018 Consortium meeting were reviewed.
- On a motion by Karen Malkiewicz and seconded by David French, the March 7, 2018 minutes were approved (16 in favor, 0 against).
- Approved March 7, 2018 minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

- March Fund C allocations are being processed and will be sent out to members soon.

Consortia Fiscal Administration Declaration (CFAD) for 2018-19

- On February 22, 2018, the AEBG office published the preliminary allocations for FY 2018-19 and FY 2019-20, which included a proposed 4.1% increase in COLA. CAERC was allocated \$456,267.
- Consortia can decide how to distribute the additional amount.
- The CFAD for FY 2018-19 is due May 2, 2018 and must reflect the distribution of the COLA dollars. This needs to be done electronically in the new NOVA system. If the Governor's January proposal does not pass as presented, the allocations will be distributed based on the previous year, FY 2017-18.
- CAERC members met on March 9th and March 16th to learn more about the requirements and the expectations from the state and to discuss the consortium-level activities for next year.
- Members proposed to increase all members' base funding by 4.1% except SCOE and LRCCD. Members agreed to a budget of \$461,662 to be set aside for consortium level activities to support the regional strategies.
- The remaining funds will be reallocated based on the original distribution percentages to members who opt in.
- The reallocation amounts assume the passing of pending trailer bill language capping indirect rates at 5%. If this legislation does not pass prior to July 1, 2018, the consortium-level reallocation amounts will decrease to cover SCOE's CDE-approved indirect rate of 8.9%.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, members approved the CAERC FY 2018-19 CFAD Allocations (Fund D). (17 in favor, 0 against) [Washington USD submitted their vote electronically.]

Annual Plan for 2018-19

- The AEBG Office decided the detailed narrative is not required with the May CFAD submission. The narrative will be required in August with the submission of the Annual Plan.

- By signing the CFAD, members are agreeing to spend the money based on the 2018-19 Annual Plan.

AEBG TOPSpro Enterprise 3rd Quarter Data Integrity Report

- 3rd quarter DIR reports are due April 30, 2018.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- Bus ads were contracted to run through March 19th, but as of April 11th they were still being seen on buses.
- The second marketing video focused on CTE was recently completed. The video was shown to those present and was well received by members and partners.
- Marketing support is being explored for Amador, El Dorado and Yolo counties.
- Jamey Nye informed the group that the Chancellor's Office is engaging in statewide rebranding of CTE. CTE is now being referred to as Career Education. According to members, this has not yet reached the adult education agencies.

Director's Workgroup

- The Director's Workgroup met on March 9, 2018 and March 16, 2018.
- The next meeting will be held on April 13, 2018 from 1:00-4:00 in the Board Room at SCOE.
- Members will electronically certify their 2018-19 funding in NOVA during this meeting.
- Expenditure reporting in NOVA will be the focus of the May 11th Director's Workgroup Meeting. The AEBG TAP webinar archive on expenditure reporting will be viewed. All members are asked to invite their fiscal staff to attend.

Transition Specialists Workgroup

- The group met on Tuesday, March 13, 2018 from 1:00-4:00 at San Juan's new Creekside location. They were introduced to and worked with an electronic platform where all resources will be shared.
- Anitra McMillon from Twin Rivers and Marisol Richmond from San Juan gave mini-presentations to the workgroup.
- In FY 2018-19, CAERC plan is for K12 adult transition specialists to work with outreach specialists from Los Rios to begin building a regional transition system.
- The next meeting will be held on April 26, 2018 at Folsom Adult School.

Data & Accountability Workgroup

- The workgroup met on Thursday, March 22, 2018 from 1:00-3:30 at SCOE.
- Data managers completed their DIR Action Plans for Q3 and reviewed AEBG Outcomes Data. Data managers used their AEBG DIRs to complete the *Item Count* and *Item %* columns and discussed where and how each outcome is recorded in TE. The Reporting AEBG Outcomes document can be adjusted to meet members' needs.
- The workgroup was also asked to review the *AEBG Short Term Services* document with their member representatives to determine which service(s) each agency will mark as well as the method for capturing this data.
- Bethany shared with the group that some members expressed interest in returning to monthly D&A meetings. The group agreed this would be beneficial and requested that meetings be held in the computer lab for months when quarterly data submissions are due. The dates of future meetings should be available by the final 2017-18 D&A meeting on May 24, 2018.

Curriculum Alignment Workgroups

- Bethany shared member feedback on the alignment presentations with the alignment workgroups. More detailed plans for next year are being worked on for presentation to members.

➤ **Professional Development**

- The AEBG TAP webinar titled *3 Year Planning that Matters – Using Human Centered Design to Support Learning on a Human Scale* scheduled for March 30, 2018 was postponed and will be held April 12, 2018. There will be a strong emphasis from the State to use this in the 3-Year Plan. A select number of consortia will be invited to participate in a pilot project. CAERC members and partners expressed interest in participating in the pilot. More information on the pilot will be given during the April 12, 2018 webinar.

➤ **Network Meetings**

- The final Math Network meeting for the school year was on Friday, March 23, 2018. Seven teachers from six member agencies including El Dorado COE, Elk Grove USD, Folsom Cordova USD, Natomas USD, Sacramento USD, San Juan USD plus a teacher from a neighbor consortium who teaches at Vaca Valley Adult School at Solano state prison were in attendance.
- Attendees were introduced to a free interactive online tool for teachers that provides engaging digital math activities for use in the classroom. The built-in teacher dashboard allows teachers to see their students' answers in real time. Digital activities for the classroom can be found at teacher.desmos.com.
- The 3rd and final ESL Network meeting will be held on Friday, April 20, 2018 from 1:00-4:30; the last ELA Network meeting will be held on Friday, May 11, 2018 from 1:00-4:30.

➤ **Director's Report**

- Branka visited four sites in Twin Rivers USD on March 13, 2018. The sites, students and programs were very impressive. Branka mentioned the possibility of having site visits during the Director's Workgroup meetings.
- Branka attended COABE March 25-28, 2018. The big announcement at COABE was that WIOA Title II, Adult Education Family Literacy Act, may be getting an additional \$35 million at the national level.
- Adult Education Week is April 9-13, 2018. CAERC members and students are invited to the Capitol to meet with Assembly Member Kevin McCarty on Thursday, April 12, 2018.

➤ **Upcoming Meetings and Events**

- California Council for Adult Education (CCAEE) State Conference, May 3-5, 2018, Fresno Convention Center
- CASAS Summer Institute, June 19-21, 2018, San Diego
- AEBG Webinars
 - AEBG Outcomes and Reports – The Next Steps, Thursday, April 12, 2018: 12:00 pm – 1:00 pm
 - NOVA Expense Reporting for AEBG, Friday, April 20, 2018: 12:00 pm – 1:30 pm
 - NOVA Expense Reporting and an AEBG preview of EOY Reporting, Friday, May 18, 2018: 12:00 pm – 1:30 pm

➤ **Other Items for Discussion or Distribution**

- Joyce Hinkson distributed the Spring 2018 OTAN Newsletter. Joyce also announced that the current Digital Leadership Academy is coming to an end. OTAN is opening registration for the next two-year academy. OTAN is also seeking nominations for the Adult Education Students Succeed program. Nominations can be made through the OTAN web site. The top nominees will be honored at the ACSA Summit this fall.
- Rhonda Balmain shared that Folsom Cordova is hosting a job fair on April 18, 2018 from 10:00 am – 1:00 pm. Thirty employers are expected to be in attendance. Information will be sent to all members for sharing purposes.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Branka Marceta**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the April 11, 2018 consortium meeting adjourned at 2:34 p.m. (16 in favor, 0 against).