



Feather River Adult Education Consortium – Board Meeting MINUTES

Plumas County Office of Education

Friday October 5, 2018 (12:00 p.m. – 2:00 p.m.)

[□] Included in Board Packet

PLEASE NOTE: Agenda related documents distributed to the Feather River Adult Education Consortium (FRAEC) Board for the Board Meeting may be viewed in the Superintendent’s Office at the Plumas County Office of Education. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the Consortium Coordinator at mabramson@pcoe.k12.ca.us at least three days before the meeting date.

Attendance	Voting Member	Attendee	Attendee	Attendee
Feather River College	<input checked="" type="checkbox"/> Derek Lerch	<input checked="" type="checkbox"/> Kevin Trutna	<input type="checkbox"/>	<input type="checkbox"/>
PUSD/PCOE	<input checked="" type="checkbox"/> Kristy Warren	<input type="checkbox"/> Terry Oestreich	<input checked="" type="checkbox"/> Karen Miller	<input checked="" type="checkbox"/> Brad Miller
SJUSD/SCOE	<input checked="" type="checkbox"/> Merrill Grant	<input checked="" type="checkbox"/> Wendy Jackson	<input type="checkbox"/>	<input type="checkbox"/>
Consortium Staff		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/> Michelle Abramson	<input type="checkbox"/>	<input type="checkbox"/>
Community Stakeholders:				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Call to Order: 12:00 pm

1. [□] Approval of Minutes: September 10, 2018 - Motion by D. Lerch/ 2nd by M. Grant; Passed unanimously

2. Public Comment – Public comment is allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin by stating your name.

3. Closed Session – None Requested

4. Reports/Information Items

4.1 Consortium Consultant’s Report

- a. [□] NOVA Update – State AEP PowerPoint Review
- M. Rosin: Review of Sept 14 AEP NOVA PowerPoint.
- b. September: AEBG 18/19 funding is disbursed from the State to Fiscal Agent
- c. Sep 1: 2017/18 (Q4) member expense report due in NOVA.
Extended to October 1, 2018.
- d. Sep 30: 2017/18 (Q4) member expense report certified by Consortium.
Extended to October 30, 2018.
- e. 2018-19 Budget and Workplan: Opens in NOVA October 15, 2018
Due November 1, 2018
- f. 2018-19 Q1 DIR: Due October 30, 2018
- g. Consultant Days

Oct 4&5, 2018 – On-Site	Jan 2019 – Virtual	Apr 11, 2019 – On-Site
Nov 2018 – Virtual	Feb 14, 2019 – On-Site	May 23, 2019 – On-Site
Dec 17, 2018 – On-Site	Mar 2019 – Virtual	June 13, 2019 – On-Site

- h. [□] Legislation: Trailer Bill & AB2098
- i. [□] Developing 2019-2022 Three-Year Plan
- M. Rosin: Review of Three-Year Plan AEP Webinar
- j. Brown Act and AB2257

- New web site will address these legislative mandates.
- k. Ongoing AEP Regional and Webinar Trainings – Mandatory

4.2 Consortium Coordinator Report

a. State AEP Summit Readout – Review of Three Year Planning Process

- Program Guidance
 - AEP Updates
 - TAP Services
 - OTAN Services
 - CAL Pro Services
 - CASAS Services
 - NOVA
 - Leadership Workshop
 - How to Run a Consortium
 - AEP Three-Year Planning Toolbox
- M. Abramson: provided an overview of the state AEP Summit. Focus on three-year plan development was a focus of the Summit. Consortium will explore certifications to be added to the next three-year plan.

b. FRC Purchase Order Update – ALL PENDING – BECOMING AN INSTRUCTIONAL ISSUE

- Burlington English
 - New Readers Press
 - Aztec Software – Complimentary Activation
 - P2C Solutions, LLC
 - Phoenix Design (Logo/Web Site/Print Marketing)
- D. Lerch: Working through confusion about independent contractor rules and who the purchases are for (consortium or FRC).
- Barr Associates purchase for curriculum

c. GED Test Center Update

- K. Warren: awaiting lockers; computer ordered; cameras ordered
- K. Miller: Should there be a dedicated adult education location? There are locations in town. Michelle to explore options for lease or purchase. Michelle to begin discussions with WASC.

d. Review of Consultant Hours

- M. Abramson: Will work with MR on hours adjustment.

e. Inclusion in Regional Activities: Strong Workforce, WDB Meetings, etc.

- D. Lerch provided an update on Strong Workforce: Lead on Strong Workforce; State initiative to invest in CTE funding to “increase or improve CTE at the community colleges”; Can’t supplant, but can grow; State has indicated ongoing allocation of funds; K-12 Strong Workforce Program also implemented; Funding flows through CTE regions; Funding expected to flow by June 2019.

4.3 Member Program Update: PCOE/PUSD

a. Adult Education Programs & Locations

b. Jail ABE/HSE/ASE Programs

- B. Miller: Needs quote for computer and/or access in jail. Tablets being explored.

4.4 Member Program Update: FRC

a. Go Teach

b. Jail CTE Program

- M. Abramson: Culinary program to request additional funds to support CTE certification.
- D. Lerch: Is this needed as part of the certification program? Should be built into the curriculum. Cost efficiency should be analyzed.
- M. Abramson: New proposal to be created to split one-time costs vs ongoing costs.

4.5 Member Program Update: SJUSD/SCOE

- a. New Program Development
 - M. Grant: Ready to get in the Adult Ed game. Begin looking at admin/instructor hiring, locations, curriculum, etc. Will bring forward a proposal for funding (~\$200K) at the November FRAEC Board Meeting.
- b. NOVA Allocation Adjustment
 - D. Lerch: Need to ensure non-duplication of services.
 - M. Grant: Need to ensure we are serving our local needs, rather than across county lines. Factories opening, and need for local services.
- 4.6 Fiscal Agent Report: FRC (2016-17; 2017-18; D&A)
 - a. 2016-17: About \$4K remaining.
 - b. 2017-18: Certified; \$437 in carry over.
 - c. D&A: To be closed in June 2019. Funds spent.
- 4.7 Fiscal Agent Report: PCOE/PUSD (2018-19)
 - a. 2018-19 – Update on Funds Received: No funds received.
- 4.8 Marketing Update: Phoenix Design
 - a. Web Site Mood Board Review
 - M. Rosin: Reviewed and discussed three sample web site designs. Option 3 was selected unanimously.
 - b. Marketing and Outreach Plan, Dates & Goals
 - Phoenix Design to continue with marketing collateral (postal mailer, brochure, poster) now that logo and web site elements have been determined. Samples will be shared at next FRAEC Board meeting. Also, sign to be made to be posted outside class locations.

5. Discussion Items

- 5.1 HSE Approval by local BOE (GED, HiSET, NEDP)
- 5.2 ^q Adult Education Teacher Competencies: <https://lincs.ed.gov/publications/te/competencies.pdf>
- 5.3 CCRS: <https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>
- 5.4 IDEAL Distance Education and Blended Learning Handbook: <https://edtech.worlded.org/wp-content/uploads/2018/08/IDEAL-Handbook-6th-Edition-8-16-18.pdf>

6. Action Items - None

7. Announcements

- 7.1 Upcoming Conferences & Events
 - a. Oct 10-12, 2018 – National Career Pathways Network, Louisville, KY
 - b. Nov 12-14, 2018 – National College Transition Network, Cambridge, MA
 - c. Feb 7-8, 2019 – CAEAA, Sacramento, CA
 - d. Mar 31-Apr 3, 2019 – COABE, New Orleans, LA
 - e. Apr 24-18, 2019 – CCAE, San Diego, CA
- 7.2 2018-19 FRAEC Board Meeting Schedule

Oct 4, 2018 – 12:00 pm @ PCOE	Jan 24, 2019 – 12:00pm @ FRC	Apr 11, 2019 - TBD
Nov 14, 2018 – 1:00 pm @ PCOE	Feb 14, 2019 – 12:00 pm @ FRC	May 23, 2019 - TBD
Dec 17, 2018 – 12:00pm @ FRC	Mar 8, 2018 – 12:00 pm@ PCOE	June 13, 2019 - TBD

8. Adjournment: 1:47pm