

Feather River Adult Education Consortium – Board Meeting
 Feather River College – Administration Conference Room 305
 Monday August 13, 2018 (3:00 p.m. – 5:00 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.

| <u>Attendance</u> | <u>Voting Member</u> | <u>Attendee</u> | <u>Attendee</u> | <u>Attendee</u> |
|-----------------------|--|--|---------------------------------------|--------------------------------------|
| Feather River College | <input type="checkbox"/> Derek Lerch | <input type="checkbox"/> Kevin Trutna | <input type="checkbox"/> | <input type="checkbox"/> |
| PUSD/PCOE | <input type="checkbox"/> Kristy Warren | <input type="checkbox"/> Wendy Jackson | <input type="checkbox"/> Karen Miller | <input type="checkbox"/> Brad Miller |
| SJUSD/SCOE | <input type="checkbox"/> Merrill Grant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consortium Staff | | <input 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:

1. Approval of Minutes: July 2, 2018
2. Public Comment – Public comment will be allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.
3. Closed Session
 - 3.1 Consortium Coordinator Role and Responsibilities
4. Reports/Information Items
 - 4.1 Consortium Consultant’s Report
 - a. ☐ Aug 01: 2017-18 Full Year DIR Report Due in TOPSpro & via Email to aebg@casas.org
 - b. Aug 15: Annual plans due for 2018/19
 - c. Aug: AEBG 18/19 funding is disbursed from the State to Fiscal Agent
 - d. Sep 1: 2016/17 & 2017/18 member expense report due in NOVA (Q4). Will include end-of-year reporting on leveraged funds, fees, and other financial breakdowns.
 - e. Sep 30: 2016/17 & 2017/18 member expense report certified by Consortium in NOVA (Q4); Will include Year-End Financial Narrative Report.
 - f. Readout: GED Annual Conference, San Diego, CA
 - g. ☐ Trailer Bill Language
 - h. ☐ Approval of FY 18-19 Consortium CFAD
 - i. ☐ Updated 2018-19 Allocation Schedule w/ COLA - \$806,350 (Update to CFAD)

j. Consultant Days

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|------------------------|-------------------------|------------------------|-------------------------|
| July 2, 2018 – On-Site | Oct 4&5, 2018 – On-Site | Jan 2019 – Virtual | Apr 11, 2019 – On-Site |
| Aug 13, 2018 – On-Site | Nov 2018 – Virtual | Feb 14, 2019 – On-Site | May 23, 2019 – On-Site |
| Sept 2018 – Virtual | Dec 17, 2018 – On-Site | Mar 2018 – Virtual | June 13, 2019 – On-Site |

- 4.2 Member Program Update: PCOE/PUSD
- 4.3 Member Program Update: FRC
- 4.4 Member Program Update: SJUSD/SCOE
- 4.5 Fiscal Agent Report: FRC (2016-17; 2017-18; D&A)
- 4.6 Fiscal Agent Report: PCOE/PUSD (2018-19)
- 4.7 Marketing Update

5. Discussion Items

- 5.1 [□] Review Governance Plan
- 5.2 [□] Review FRAEC 2018-19 MOU
- 5.3 Review 2016-17; 2017-18; D&A Allocation and Spend Down Strategies
- 5.4 [□] Review 2018-19 Annual Plan General Assurances and Tips
- 5.5 [□] Review FRAEC Fact Sheet
- 5.6 [□] Review FRAEC 2018-19 Annual Plan
- 5.7 MOU between PCOE and PUSD for Program Implementation (Different CDE Codes)
- 5.8 MOU between PCOE and PUSD for Program Administration
- 5.9 [□] GoTeach – Allocation needed in NOVA (Sponsor Mandates)
- 5.10 Jail Program – Allocation needed in NOVA (Sponsor Mandates)
- 5.11 GED Test Center
 - a. Status and Plan – Brad Miller
 - b. Location
 - c. Time Frame for Opening
 - d. Costs
- 5.12 Professional Development
 - a. CCRS
 - b. GEDTS Updated Guidance
- 5.13 [□] National External Diploma Program

6. Action Items

- 6.1 [□] FRAEC Governance Plan
- 6.2 [□] FRAEC 2018-19 MOU
- 6.3 [□] AEP General Assurances 2017-18
- 6.4 [□] FRAEC 2018-19 Annual Plan
- 6.5 [□] 2016-17; 2017-18; D&A Allocation and Spend Down Strategies
- 6.6 [□] GoTeach – \$62,462.00
- 6.7 Jail Program (Culinary/ABE/HSE) – \$80,000.00
- 6.8 Curriculum Purchases
 - a. [□] Burlington English – \$1,029.60 (10 seats)
 - c. [□] New Readers Press – \$2,580.39
- 6.9 Data & Accountability Purchases
 - a. [□] CASAS (TOPSpro/eTests/Data Management) – \$3,995.00
 - b. [□] Aztec Software – \$5,975.00 (30 licenses)

6.10 Vendor Services

- a. P2C Solutions, LLC (12 Months) – \$48,800.00
- b. Phoenix Design (Logo/Web Site/Print Marketing) – \$12,150.00

7. Announcements

7.1 Upcoming Conferences & Events

- a. Sept 27-28, 2018 – AEBG Summit, Sacramento, CA
 - M. Abramson Attending
 - M. Rosin Attending (for another consortium)
- b. * Oct 10-12, 2018 – National Career Pathways Network, Louisville, KY
- c. * Nov 12-14, 2018 – National College Transition Network, Cambridge, MA
- d. ?? Feb ?? TBD – CAEAA
- d. * Mar 31-Apr 3, 2019 – COABE, New Orleans, LA
- e. Apr 24-18, 2019 – CCAE, San Diego, CA

(*Out of State Travel Approval Needed: <https://caladulthood.org/Administrators/46>)

7.2 2018-19 FRAEC Board Meeting Schedule – FRC Admin. Conf. Room 305 @ 3:00 pm

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|---------------|--------------|--------------|---------------|
| July 2, 2018 | Oct 4, 2018 | Jan 24, 2019 | Apr 11, 2019 |
| Aug 13, 2018 | Nov 15, 2018 | Feb 14, 2019 | May 23, 2019 |
| Sept 13, 2018 | Dec 17, 2018 | Mar 7, 2019 | June 13, 2019 |

8. Adjournment: