

**Feather River Adult Education Consortium – Board Meeting MINUTES**

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](mailto: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 checked="" type="checkbox"/> Derek Lerch	<input type="checkbox"/> Kevin Trutna	<input type="checkbox"/>	<input type="checkbox"/>
PUSD/PCOE	<input checked="" type="checkbox"/> Kristy Warren	<input checked="" type="checkbox"/> Wendy Jackson	<input checked="" type="checkbox"/> Karen Miller	<input checked="" type="checkbox"/> Brad Miller
SJUSD/SCOE	<input checked="" type="checkbox"/> Merrill Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consortium Staff		<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: 2:59

1. Approval of Minutes: July 2, 2018 – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren
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 – Moved to End of Meeting
  - 3.1 Consortium Coordinator Role and Responsibilities DL/MG
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](mailto: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
      - W. Jackson attended. Attended training for GED implementation. Discussed how GED supports students as they work through preparation for the GED Tests. GED Ready should be taken prior to the official GEDT Tests with a score of 150+.
    - g. ☐ Trailer Bill Language
    - h. ☐ Approval of FY 18-19 Consortium CFAD

i. <sup>□</sup> Updated 2018-19 Allocation Schedule w/ COLA - \$806,350 (Update to CFAD)

j. Consultant Days

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

- Portola: 12 active students (6 in HSD, 4 GED, 2 on hold for NEDP)
- 2<sup>nd</sup> student graduated; 10 Jail students; Several on GED track; Expanded into Chester
- M. Abramson: Met with Alliance for Workforce Development on job training
- K. Warren: 3 FTEs and more hires to come.

4.3 Member Program Update: FRC

- GoTeach starting this fall
- Jail culinary going

4.4 Member Program Update: SJUSD/SCOPE

- M. Grant: Need to determine needs in the rural area. Has had no interest in adult ed, but Needs survey, LMI review, plan for deep dive survey to residents.

4.5 Fiscal Agent Report: FRC (2016-17; 2017-18; D&A)

- 2016-17: on track
- 2017-18: plan being developed
- D&A: itemizing proper use of funds

4.6 Fiscal Agent Report: PCOE/PUSD (2018-19)

- Accounts set up and ready to receive first allocation check from state

4.7 Marketing Update

## 5. Discussion Items

5.1 <sup>□</sup> Review Governance Plan

5.2 <sup>□</sup> Review FRAEC 2018-19 MOU

5.3 Review 2016-17; 2017-18; D&A Allocation and Spend Down Strategies

5.4 <sup>□</sup> Review 2018-19 Annual Plan General Assurances and Tips

5.5 <sup>□</sup> Review FRAEC Fact Sheet

5.6 <sup>□</sup> Review FRAEC 2018-19 Annual Plan

5.7 MOU between PCOE and PUSD for Program Implementation (Different CDE Codes)

- K. Warren: Will work on MOU.

5.8 MOU between PCOE and PUSD for Program Administration

5.9 <sup>□</sup> GoTeach – Allocation needed in NOVA (Sponsor Mandates)

- K. Warren: Who will do data entry? Previously done by Mountain Circle. With 30 students enrolled, PCOE can handle the TOPSpro data entry. M. Abramson to take CASAS training and certification courses.

5.10 Jail Program – Allocation needed in NOVA (Sponsor Mandates)

5.11 GED Test Center – Brad Miller (TBD payment process)

- a. Status and Plan: Photos taken. Locker photo needed.
- b. Location: Community Day Center
- c. Time Frame for Opening: 2-4 months
- d. Costs: Will order new desktops

5.12 Professional Development

- a. CCRS – Needed
- b. GEDTS Updated Guidance – Needed

- 5.13 <sup>o</sup>National External Diploma Program
- B. Miller: Discussed sessions at CASAS on NEDP. Attended NEDP Sessions at CASS SI.
  - W. Jackson: Explained content standards and CASAS requirements. Noted that there are already a few candidates ready to enroll based on their testing history. Attended NEDP Sessions at CASS SI.
  - K. Miller: Explained that NEDP includes a comprehensive academic component that is equal to, or stronger than, K-12 diploma requirements. Attended NEDP Sessions at CASS SI.
  - M. Rosin: Pointed out that NEDP can be implemented with the approval of a local BOE (either Plumas or Sierra) and most likely in a faster time frame than opening the GED Test Center.
  - K. Warren to explore with PUSD Board in conjunction with SJUSD.
  - M. Rosin: To provide NEDP Documentation to K. Warren and M. Grant. for use with respective Boards of Education.

## 6. Action Items

- 6.1 <sup>o</sup> FRAEC Governance Plan – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- 6.2 <sup>o</sup> FRAEC 2018-19 MOU – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- 6.3 <sup>o</sup> AEP General Assurances 2017-18 – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- 6.4 <sup>o</sup> FRAEC 2018-19 Annual Plan – Motion by D. Lerch; 2<sup>nd</sup> by M. Grant – Pass Unanimously
- ~~6.5 <sup>o</sup> 2016-17; 2017-18; D&A Allocation and Spend Down Strategies~~
- 6.6 <sup>o</sup> GoTeach – \$62,462.00 – Motion by K. Warren/ 2<sup>nd</sup> by M. Grant – Pass Unanimously
- 6.7 Jail Program (Culinary) – \$80,000.00 – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- 6.8 Curriculum Purchases – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- a. <sup>o</sup>Burlington English – \$1,029.60 (10 seats)
  - c. <sup>o</sup>New Readers Press – \$2,580.39
- 6.9 Data & Accountability Purchases – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- a. <sup>o</sup>CASAS (TOPSpro/eTests/Data Management) – \$3,995.00
  - b. <sup>o</sup>Aztec Software – \$5,975.00 (30 licenses)
- 6.10 Vendor Services – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Pass Unanimously
- a. <sup>o</sup>P2C Solutions, LLC (12 Months) – \$48,800.00
  - b. <sup>o</sup>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

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 10, 2018	Dec 17, 2018	Mar 7, 2019	June 13, 2019

8. MOTION FOR CLOSED SESSION: M. Grant

- 3.1 Hire Michelle Abramson as Consortium Coordinator
  - Roles and Responsibilities outlined in Governance Document
  - Motion by D. Lerch; 2<sup>nd</sup> by M. Grant – Pass Unanimously

Next Board Meeting: Monday Sept 10, 2019 – PCOE Offices @ 10:00 am

9. Adjournment: – Motion by D. Lerch; 2<sup>nd</sup> by K. Warren