

Feather River Adult Education Consortium – Board Meeting MINUTES

Plumas County Office of Education

Monday September 10, 2018 (10:00 a.m. – 11:00 a.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 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 type="checkbox"/> Karen Miller	<input 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: 10:01am

1. ☐ Approval of Minutes: August 13, 2018 Motion by D. Lerch/2nd by K. Warren; Passed Unanimously

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 – None Requested

4. Reports/Information Items
 - 4.1 Consortium Consultant’s Report
 - a. ☐ NOVA Update – State AEP PowerPoint Review
 - M. Rosin walked through latest AEP Webinar PPT informing Board of two key changes:
 - Members will be required to submit via NOVA - the total 17/18 expenses by object code. This includes all adult education fund sources including fees.
 - Members will also be required to report hours of instruction by program area in NOVA.
 - b. Aug: AEBG 18/19 funding is disbursed from the State to Fiscal Agent
 - K. Warren to confirm receipt of new COLA amount and receipt of first allocation
 - c. 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.
 - d. Sep 30: 2016/17 & 2017/18 member expense report certified by Consortium in NOVA (Q4); Will include Year-End Financial Narrative Report.

e. 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 2018 – Virtual	June 13, 2019 – On-Site

- 4.2 FRC Purchase Order Update – ALL PENDING PER NEW STATE GUIDANCE
 - a. Burlington English
 - b. New Readers Press
 - c. CASAS (TOPSpro/eTests/Data Management)
 - d. Aztec Software – Complimentary Activation
 - e. P2C Solutions, LLC – Proceeding with services
 - f. Phoenix Design (Logo/Web Site/Print Marketing) – Proceeding with logo development
- 4.3 Member Program Update: PCOE/PUSD
 - M. Abramson – Visited jail program; will provide course schedules.
 - M. Abramson – Met with Go Teach; all going well.
- 4.4 Member Program Update: FRC
 - Go Teach – D. Lerch – Continuing with existing programing.
 - Jail Programs – Continuing with existing programing.
- 4.5 Member Program Update: SJUSD/SCOE
 - Survey in Development to Determine Needs – Newspaper used previously.
 - M. Rosin to schedule 1:1 after next board meeting.
 - D. Lerch: Where are people currently going? M. Grant: Sierra County runs a program with retired teachers. Trying to determine need and gather input from adult population.
- 4.6 Fiscal Agent Report: FRC (2016-17; 2017-18; D&A)
 - 2016-17: D. Lerch about \$4K remaining – to be spent on conference travel.
 - 2017-18: \$389K remaining in spend-down plan.
 - D&A: Spent, narrative due Dec 31, 2018. M. Rosin to assist.
- 4.7 Fiscal Agent Report: PCOE/PUSD (2018-19)
 - 2018-19: K. Warren to confirm receipt of funds.
- 4.8 Marketing Update
 - ^aPhoenix Design – Mood Board Review
 - Second round of logos to focus on Option #4 with additional elements (border, colors, fonts, etc.)
 - Second round to be sent via email by Sept 17, 2018

5. Discussion Items

- 5.1 MOU between PCOE and PUSD for Program Implementation
 - K. Warren to determine MOU requirements
- 5.2 MOU between PCOE and PUSD for Program Administration
 - K. Warren to determine MOU requirements
- 5.3 GED Test Center
 - M. Abramson – Waiting for lockers to take final photos; GED already approved test center for region (see emails from January 2018)
 - M. Abramson – PCOE to send invoice for costs to FRC; paid from 2017-18 allocation
 - Time frame: Open in January 2019
- 5.4 Professional Development – Dates and Topics (CCRS, GED, etc.)
 - Focus currently on conference attendance (see Agenda Item 6.1)
 - Specific needs to be addressed ongoing

- 5.5 National External Diploma Program – K. Warren and M. Grant Status on Board Presentation
- K. Warren & M. Grant to continue the discussion; M. Rosin to assist.

6. Action Items

- 6.1 Conference Attendees – STATE APPROVAL IS NO LONGER NEEDED – Motion by D. Lerch/2nd by M. Grant; Passed Unanimously
 - a. Oct 10-12, 2018 – National Career Pathways Network, Louisville, KY – BRAD, KAREN
 - b. Nov 12-14, 2018 – National College Transition Network, Cambridge, MA – WENDY
 - c. Feb 7-8, 2019 – CAEAA, Sacramento, CA – MICHELLE
 - d. Mar 31-Apr 3, 2019 – COABE, New Orleans, LA – BRAD, KAREN, MICHELLE, WENDY
 - e. Apr 25-27, 2019 – CCAE, San Diego, CA – BRAD, KAREN, MICHELLE, WENDY

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)

7.2 2018-19 FRAEC Board Meeting Schedule – LOCATIONS TBD

Oct 5, 2018 – 12:00 -2:00 @ PCOE	Jan 24, 2019	Apr 11, 2019
Nov 15, 2018	Feb 14, 2019	May 23, 2019
Dec 17, 2018	Mar 7, 2018	June 13, 2019

8. Adjournment: 10:57 am