



Feather River Adult Education Consortium – Board Meeting MINUTES

Feather River College (Admin Conference Room)
Monday December 17, 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 checked="" type="checkbox"/> Diana Batista	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order: 12:14pm - Introductions

1. ☐ Approval of Minutes: November 14, 2018 Motion by D. Lerch; 2nd by K. Warren
- Approved with the addition of B. Miller & K. Miller having attended the November 14 meeting

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. Three-Year Plan Development – All documents were reviewed
 - ☐ Consortium Program Quality Self-Assessment
 - ☐ Consortium Three-Year Planning Guidance 2019-2022
 - ☐ Consortium Three-Year Plan Template
- b. AEP Deadlines – Completed
 - 2017-18 Q4 Expenses Due in NOVA November 30, 2018 – All Submitted; Certified
 - 2018-19 Budget & Workplan Due in NOVA December 1, 2018 – All Submitted
- c. AEP Deadlines - Upcoming
 - 2018-19 Budget & Workplan Certified; To be Certified in NOVA by December 31, 2018
 - 2018-19 Q1 Expenses – All Submitted; To be Certified by December 31, 2018
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - January 31, 2019 – 2018-19 Q2 Expenses due in NOVA
 - ☐ February 15, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA
 - April 30, 2019 – Q3 DIR Due to aebg@casas.org & copy to M. Rosin
 - April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
 - June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA
 - June 30, 2019 – Data & Accountability Close Out in Chancellor’s MIS System (BUSD)
 - July 31, 2019 – Full Year DIR due to aebg@casas.org & new Coordinator
 - July 31, 2019 – 2018019 Full Year Expenses due in NOVA
 - August 26, 2019 – Practice with Promise Report Due

- d. AEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
 - AEP Regional Data Training: MIS (Nov 2, 2018)
 - AEP NOVA Webinar: Program Area Submission For 2017-18 Data (Nov 7, 2018)
 - AEP CCAE Presentation (Nov 16, 2018)

e. AEP Fiscal Management Guide – Updated Nov 5, 2018

f. Review of 2018-19 Budget & Workplan in NOVA

g. Consultant Days

Jan 24 & 25, 2019	Apr 10, 11 & 12, 2019
Feb 14 & 15, 2019	May 22, 23 & 24, 2019
Mar 7 & 8, 2018	June 13, 14 & 17, 2019

h. CASAS Training at Shasta College in Red Bluff – January 16 (9:00 am – 12:00 pm)

4.2 Consortium Coordinator Report

a. GED Test Center Update – Locks are on the lockers. Wall posters to be covered for photography. Goal for final approval is January.

b. Carry Over Budget Spend Down Plan – Invoices being processed by FRC. Looking to add new programs such as fire science. Possibly shifting teachers to 220 work year. Also run at FRC over spring break.

4.3 Member Program Update: PCOE/PUSD

a. Adult Education Programs & Locations – No updates

b. Jail ABE/HSE/ASE Programs – Working to install laptops/tablets, but using print resources currently for HSD completion. M. Abramson looking into tablet providers.

4.4 Member Program Update: FRC

a. Go Teach – No updates.

b. Jail CTE Program – Still waiting for information on adding a garden.

4.5 Member Program Update: SJUSD/SCOE

a. New Program Development – Adult Education job opening closed on 12.14. Good applicant pool. Interviews second week of January. Hit the ground running once hired. Goal is mid-January enrollment. Community is excited.

b. NOVA Allocation Adjustment – Completed.

4.6 Fiscal Agent Report: FRC – All good.

a. FRC Purchase Order Update

b. 2016-17 – Spent

c. 2017-18 – Carry Over

d. D&A: Spent – To Be Reported June 30, 2019 in MIS System

4.7 Fiscal Agent Report: PCOE/PUSD – Funds still not received. D. Batista reported January disbursement of checks.

a. 2018-19

4.8 Marketing Update: Phoenix Design

a. Web Site Review

b. Marketing and Outreach Plan, Dates & Goals

- Design business cards

5. Discussion Items – None

6. Action Items – None

7. Announcements

7.1 U.S. Department Report on Rural Education

- <https://www.ed.gov/content/ed-publishes-report-rural-education>

7.2 2018-19 FRAEC Board Meeting Schedule

Jan 25, 2019 – 12:00pm @ FRC

Feb 14, 2019 – 1:00 pm @ PCOE

Apr 12, 2019 – 12:00 @ PCOE

May 24, 2019 – 12:00 @ PCOE

Mar 8, 2018 – 12:00 pm @ PCOE

June 10, 2019 – 1:00 @ PCOE

7.3 2019 Conferences

8. Adjournment: Motion by M. Grant; 2nd by K. Trunta



FRAEC Three-Year Plan Questionnaire

The three-year planning process is designed to provide Consortium members a chance to collectively assess the impact of services provided over the previous period and to identify new approaches to meeting the educational and workforce needs of adult learners in a diverse and ever changing economic landscape. The Feather River Adult Education Consortium requests that you consider the questions below, and provide insight based on experiences in your agency.

1. What barriers stand in the way of providing effective programs across the region?

2. What would you like implemented over the next three years as a result of FRAEC activity?

3. What issues or challenges has your agency faced in the past three years that were not addressed?

4. What success has your agency realized over the past three years that could be enhanced by working with the Feather River Adult Education Consortium?

5. What practical actions can FRAEC take to move toward a collective regional vision for adult education?

6. What should FREAC's specific measurable accomplishments be over the next 12 months?

7. Who should be in this room, but isn't?



FRAEC Three-Year Planning Schedule

Figure 1. AEP Three-Year Planning Framework



December: Pre-Planning Assessment Phase

Monday December 17, 2019: FRAEC Board & Steering Committee Meeting - COMPLETED
 Tuesday December 18, 2018: Workforce Board Meeting - COMPLETED

January: Community Need and Customers

Thursday January 24, 2019: Community Stakeholder Meeting - COMPLETED
 Friday January 25, 2019: FRAEC Board Meeting

February: Identifying Goals and Strategies

Friday February 14, 2019: FRAEC Board & Steering Committee Meeting

March: Piloting and Implementation

Friday March 8, 2019: FRAEC Board Meeting

April: Draft Three-Year Plan to Executive Board

Thursday April 11, 2019: Community Stakeholder Meeting
 Friday April 12, 2019: FRAEC Board & Steering Committee Meeting (CFAD Vote)

May: Vote on Three-Year Plan

Thursday May 23, 2019: FRAEC Working Day & Steering Committee
 Friday May 24, 2019: FRAEC Board Meeting

June: Submission of Three-Year Plan

Thursday June 14, 2019: FRAEC Board & Steering Committee Meeting (Annual Plan Retreat)