



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
		<input checked="" type="checkbox"/> Wendy Jackson	<input type="checkbox"/>	<input type="checkbox"/>
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:

Diana Batista

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
 - Mar 8, 2018 – 12:00 pm@ PCOE
 - Apr 12, 2019 – 12:00 @ PCOE
 - May 24, 2019 – 12:00 @ PCOE
 - June 10, 2019 – 1:00 @ PCOE
- 7.3 2019 Conferences

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



Feather River Adult Education Consortium – Board Meeting MINUTES

Feather River College (Admin Conference Room)

Friday January 25, 2019 (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.

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		<input checked="" type="checkbox"/> Wendy Jackson	<input type="checkbox"/>	<input type="checkbox"/>
SJUSD/SCOE	<input type="checkbox"/> Merrill Grant (phone)		<input type="checkbox"/>	<input type="checkbox"/>
Consortium Staff		<input checked="" type="checkbox"/> Michelle Abramson	<input checked="" type="checkbox"/> Wendi James	<input type="checkbox"/>

Community Stakeholders:

Graham Wright

Call to Order: 12:05 pm – No Quorum

1. [□] Approval of Minutes: December 17, 2018 Motion by ; 2nd by
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. AEP Deadlines - Upcoming
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - W. Jackson: On track and correcting the data based on new training
 - **February 11, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA**
 - “Program Area Reporting” Tab in NOVA for 2017-18
 - Each District Needs to Submit “Total Program Area Hours” and “Total Leveraged Funds”
 - Consortium Director Certifies by February 15, 2019
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - April 1, 2019 – NOVA to close out 2016-17 Funds – Districts will be invoiced in April/May by the State and payments will be made to the State General Fund
 - 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 2019 – State will close books on 2016-17 Funds

- 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 – 2018-19 Full Year Expenses due in NOVA
- August 15, 2019 – Practice with Promise Report Due
- b. [□]AEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
- c. [□] Three-Year Plan Progress
 - Stakeholder Meeting – January 24, 2019
 - Well attended. Notes to be shared to all about the community members. Need to work on better employer engagement.
- d. AEP Regional Data Training: Burbank Adult School – January 16, 2019
 Changes to Budget Bill Requirements (originally only for 2017-18):
 - Reporting this data is now ongoing due to Federal reporting requirements for WIOA agencies, but all agencies need to report actual costs (validation of non-supplanting)
 - 2018-19 Estimated costs due in NOVA Sept 2019
 - 2018-19 Final costs due in NOVA Dec 2019
 - No guidance yet on instructional hours
 2016-17 Close-Out:
 - Due March 1: Q2 expense report AND close-out of 2016-17 funds (allocated in old MIS fiscal reporting system)
 - No need to go back to old MIS fiscal reporting system to close out; FIFO in NOVA will provide this information for close-out certification
 - Need to use old MIS fiscal system to close out Data & Accountability in June/July
 College Program Reporting in MIS:
 - Not-for-credit is different than Non-Credit.
 - Not-for-credit is not reported in MIS for AEP.
 - Fee-based, not-for-credit programs are not reported.
 Students without SSN:
 - Self-report through TE
 - Self-report through survey (coming soon)
 - State is working on immigrant integration, safe place for undocumented students
 To Explore for Additional Funding Streams:
 - CalFresh matching funds or Strong Workforce funds
 AEP Budget:
 - Increased by \$18M via COLA Adjustment
 - Will be in 2019-20 CFAD

e. Consultant Days

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

4.2 Consortium Coordinator Report

a. GED Test Center Update

- Good/Bad news – quality team rejected application for photos of the classroom. Need to resubmit. New site location identified at shopping center. Will go to

PCOE Board of Education at February meeting to discuss/approve rental of the facility. Description of the building was provided.

- b. Carry Over Budget Spend Down Plan
 - Exploring options to rent a building in Quincy for an adult school.
 - FRC sending \$200K to Sierra, leaving 200-300K remaining. Site improvements.
 - Sierra to bring capital requests at next Board meeting.
 - Possible vehicle purchase.
 - c. CASAS Training at Shasta College in Red Bluff – January 16 (9:00 am – 12:00 pm)
 - Working to realign the agencies in TOPSpro to reflect a more accurate data reporting structure. W. Jackson working with CASAS to correct hierarchy for all funded programs.
 - M. Abramson would like to find other data entry personnel, so she is not entering for her own agency. Moving forward, each agency should enter their own data. D. Lerch noted that there is not a lot of data, so would like to be strategic and not fund three half-time positions. Consortium could hire a data specialist to manage entry for all three agencies. M. Abramson to draft a job description for FRAEC Board approval.
 - d. Seneca CNA Program
 - PUSD to sign an MOU with Seneca hospital to teach CNA out of Chester high school. D. Lerch would like to be looped into the discussion, as FRC is currently offering CNA at Seneca.
 - e. Email from Neil Kelly at Chancellor’s Office
 - State is looking at data. Engaged and working to improve data and spending. Sierra’s program and new Adult School in Quincy will add to enrollment. New training on TOPSpro will enhance how data is collected and reported.
- 4.3 Member Program Update: PCOE/PUSD
- a. Adult Education Programs & Locations
 - b. Jail ABE/HSE/ASE Programs - Focusing on Reentry services.
- 4.4 Member Program Update: FRC
- a. Go Teach – Looking for new marketing.
 - b. Jail CTE Program
- 4.5 Member Program Update: SJUSD/SCOE
- a. New Program Development
 - W. Jackson hired as new director of adult education. Lots of positive buzz about new programs. Community stakeholder meetings being scheduled.
 - Request for 8 additional hours added to P2C Solutions monthly contract for each month January 2019 thru June 2019.
- 4.6 Fiscal Agent Report: FRC – All good.
- a. FRC Purchase Order Update
 - b. 2017-18 – Carry Over
 - c. D&A: Spent – To Be Reported June 30, 2019 in MIS System
- 4.7 Fiscal Agent Report: PCOE/PUSD
- a. 2018-19
- 4.8 Marketing Update: Phoenix Design
- a. Marketing Collateral Review

5. Discussion Items – None

6. Action Items – None

7. Announcements

7.1 2018-19 FRAEC Board Meeting Schedule

Jan 25, 2019 – 12:00pm @ FRC

Feb 14, 2019 – 12:00 pm @ FRC

Mar 8, 2018 – 12:00 pm@ PCOE

Apr 12, 2019 – 12:00 @ PCOE

May 24, 2019 – 12:00 @ PCOE

June 10, 2019 – 1:00 @ PCOE

8. Adjournment: 1:00 pm