



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

Feather River College (Admin Conference Room)
 Thursday, February 14, 2019 (12:00 p.m. – 1:00 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	Voting Member	Attendee	Attendee
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 type="checkbox"/> Terry Oestreich	<input type="checkbox"/> Karen Miller	<input type="checkbox"/> Brad Miller
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson	<input checked="" type="checkbox"/> Merrill Grant	<input type="checkbox"/>	<input type="checkbox"/>
Consortium Staff				
	<input checked="" type="checkbox"/> Michelle Abramson	<input checked="" type="checkbox"/> Wendi James		

Community Stakeholders:

Call to Order: 12:15 p.m.

1. [□] Approval of Minutes: December 17, 2018 Motion by DL; 2nd by K. Warren
[□] Approval of Minutes: January 25, 2019 Motion by DL; 2nd by M. Grant
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. CAEP Deadlines - Upcoming
 - **February 15, 2019 – 2017-18 Budget Bill Reporting Requirements due in NOVA**
 - 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
 - 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 MIS System (FRC)
 - 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. [□] CAEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
 - Pre-Release COLA for 2019-20 = \$27,900 / \$834,249.69
 - c. [□] Three-Year Plan Progress
 - Stakeholder Meetings for Sierra County
 - Dates & Locations: March 13th & 14th, 2019

- Set date for Working Group to start Drafting Plan

d. Consultant Days

Mar 7 & 8, 2019	May 22, 23 & 24, 2019
Apr 10, 11 & 12, 2019	June 13, 14 & 17, 2019

4.2 Consortium Coordinator Report

a. Coordinator Resignation

- M. Abramson will become Principal/Teacher for Plumas
- Will remain in position until June 30, 2019
- Community Resource position posted. M. Grant to designate member of interview panel.

b. GED Test Center Update

- Photos resubmitted. New location being sought.

c. Carry Over Budget Spend Down Plan

- 300K remaining from 2017-18
- D. Lerch to provide exact numbers.

d. CAEAA 2019 Annual Conference – Sacramento – February 7-8, 2019

- PPTs Available
 - **Legislation:** New Adult Education teacher credential pathway. This bill will authorize and direct the Commission on Teacher Credentialing to create a second option for teachers with a preliminary credential to clear their credential through an assessment based on Adult Education teaching standards.
 - **Data:** 2017-18 enrollment: 971,776
 - **Leg Day:** April 8 & 9 (Meet/Greet on April 8)
 - **2019-20 Focus:** Funding to close \$33M gap between CC FTES and CAEP

4.3 Member Program Update: PCOE/PUSD

a. Adult Education Programs & New School Location

- 34 Harbison Ave (\$350/month)
- Current District Office could be used after July 1, 2019.
- Options being explored.

b. Jail ABE/HSE/ASE Programs

- Still waiting on purchase of tablets.

c. Exploring lease of vehicle. Quote of \$438.00/month or \$24,000 per vehicle. Two vehicles being requested.

4.4 Member Program Update: FRC

a. Go Teach

- All going well. S. Miller is exploring marketing options to increase enrollment.
- K. Trunta looking for ways to expand Fire Program offerings.

b. Jail CTE Program – all going well.

4.5 Member Program Update: SJUSD/SCOE

a. Program Development

- New CTE course in EMT (up and running). Exploring EMT 2.
- Exploring Artificial Insemination articulation agreement with the Community College. FRC does embryo implant program; sheep, goats, cattle, horses, and hogs via www.SelectSires.com. Could do dual enrollment with FRC.
- New Pre-Apprentice Construction will be validated at community meeting.
- Stakeholder meetings scheduled for March 13 and 14

b. Capital Requests:

- See discussion Items 5.1 and 5.2

- 4.6 Fiscal Agent Report: Feather River College (D&A and 2017-18)
 - a. FRC Purchase Order Update
 - b. 2017-18 – Carry Over of \$300K
 - c. D&A: Spent – To Be Reported June 30, 2019 in MIS System
- 4.7 Fiscal Agent Report: PCOE/PUSD (2018-19)
- 4.8 Marketing Update: Phoenix Design
 - Postal mailers will now include post office boxes.
 - Posters and Brochures being printed by Direct Connections.
 - W. James processing POs.

5. Discussion Items

- 5.1 SJUSD/SCOE: New building
 - New building: Purchasing a used portable, pad and infrastructure already in place. Request of \$45,000 for building, \$6,800 for ramp ADA, \$13,000 for delivery and installation. Total request of \$75,000 inc. possible electrical. K. Trunta questioned whose money was being used. D. Lerch clarified that these are consortium funds, not college funds.
- 5.2 SJUSD/SCOE: Vehicle purchase
 - Vehicle purchase being explored. FRAEC Board recommends \$30K or under. K. Trunta questioned the stipulation for education entities to purchase U.S. made vehicles. W. Jackson to clarify.

6. Action Items

- 6.1 Approval of an additional 8 hours to be added to P2C Solutions monthly contract for SJCOE.
 - Motion by D. Lerch; 2nd by K. Warren. Unanimously approved.

7. Announcements

- 7.1 2018-19 FRAEC Board Meeting Schedule
 - Mar 8, 2019 – 12:00 pm @ PCOE
 - Apr 12, 2019 – 12:00 @ PCOE
 - May 24, 2019 – 12:00 @ PCOE
 - June 10, 2019 – 1:00 @ PCOE

8. Adjournment: 1:05 p.m.



February 20, 2019

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office

Subject: Preliminary Allocation for 19-20 and CFAD Processing

This memorandum is to advise local recipients of adult education funds that the [19-20 preliminary allocations](#) have been posted. Next week, the preliminary allocations will be posted in NOVA. Over the next two months, consortium members will schedule public meetings (see [Education Code 84905](#), and [Brown Act Letter](#)) to discuss how funds will be allocated to each member for the 19-20 state fiscal year. This discussion will be formalized through the Consortium Fund Administration Declaration (CFAD) process in NOVA. Each consortium and its members must certify their CFAD in NOVA by **May 2, 2019**. This will be no extensions granted as the CFAD information has to be processed for the Board of Governors approval. The California Adult Education Program (CAEP) Office will work with the Technical Assistance Program (TAP) to provide webinars and technical assistance for members and consortia in the upcoming months.

Legislative Changes

Last year, the legislature increased the CAEP base funding with a COLA during the May Revise (usually the second week of May). In the event that the legislature increases the COLA amount in the preliminary allocation schedule to a higher amount at the May Revise, NOVA will allow for CFAD revisions to take place. The CAEP Office will release guidance, training, and new deadlines if this occurs.

CFAD Restrictions

Keep in mind that Education Code 84914 (see below) guides the allocation process for all members. The CFAD is a one-time process completed at the same time each year. If during the state fiscal year, a member (with consortium agreement) amends and reallocate funds to other member, this has no bearing on the CFAD allocations. The member will still receive the same amount as in the prior year, or if an increase (or decrease), the same proportional share (unless that member voluntarily agrees to a decrease in funding).

EC 84914. (a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following:

- (1) The amount of funds to be distributed to each member of the consortium for that fiscal year.
- (2) A narrative justifying how the planned allocations are consistent with the adult education plan.



(b) (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

Technical Assistance Contact Information

For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the AEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at tap@aebg.org.

Sincerely,

Neil Kelly
State CAEP Office



CAEP Consortium	Base Funding From AEBG 18/19	COLA for 19-20	Base Funding CAEP 19/20 (rounded to the nearest whole dollar)	Base Funding CAEP 20/21
01 Allan Hancock Community College Consortium	\$ 1,639,982.00	\$56,743	\$ 1,696,725.00	\$1,696,725
02 Antelope Valley Regional Adult Education Consortium	\$ 3,967,758.00	\$137,284	\$ 4,105,042.00	\$4,105,042
03 Barstow Area Consortium for Adult Education	\$ 897,423.00	\$31,051	\$ 928,474.00	\$928,474
04 Butte-Glenn Adult Education Consortium	\$ 2,167,543.00	\$74,997	\$ 2,242,540.00	\$2,242,540
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$ 3,389,277.00	\$117,269	\$ 3,506,546.00	\$3,506,546
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$ 14,503,952.00	\$501,836	\$ 15,005,788.00	\$15,005,788
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$ 9,141,841.00	\$316,308	\$ 9,458,148.00	\$9,458,148
08 West End Corridor/ Chaffey Regional AE Consortium	\$ 7,128,175.00	\$246,635	\$ 7,374,810.00	\$7,374,810
09 Citrus College Adult Education Consortium	\$ 4,273,950.00	\$147,879	\$ 4,421,829.00	\$4,421,829
10 Coast Adult Education Consortium	\$ 7,378,585.00	\$255,299	\$ 7,633,884.00	\$7,633,884
11 Tri City Adult Education Consortium	\$ 6,080,125.00	\$210,372	\$ 6,290,497.00	\$6,290,497
12 Contra Costa Adult Education Consortium	\$ 14,672,174.00	\$507,657	\$ 15,179,831.00	\$15,179,831
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$ 806,350.00	\$27,900	\$ 834,250.00	\$834,250
14 Desert Regional Consortium	\$ 3,195,412.00	\$110,561	\$ 3,305,973.00	\$3,305,973
15 South Bay Adult Education Consortium (El Camino)	\$ 10,140,145.00	\$350,849	\$ 10,490,994.00	\$10,490,994
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$ 806,350.00	\$27,900	\$ 834,250.00	\$834,250
17 Foothill De Anza/ NSCCSTC	\$ 8,447,754.00	\$292,292	\$ 8,740,046.00	\$8,740,046
18 Gavilan Regional Adult Career and Education Services	\$ 1,427,526.00	\$49,392	\$ 1,476,918.00	\$1,476,918
19 Glendale Community College District Regional Consortium	\$ 1,059,517.00	\$36,659	\$ 1,096,176.00	\$1,096,176
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$ 8,205,899.00	\$283,924	\$ 8,489,823.00	\$8,489,823
21 Salinas Valley Adult Education Consortium	\$ 3,640,641.00	\$125,966	\$ 3,766,607.00	\$3,766,607
22 Imperial County Adult Education Consortium	\$ 1,926,289.00	\$66,650	\$ 1,992,938.00	\$1,992,938
23 Kern AEBG Consortium	\$ 16,821,454.00	\$582,022	\$ 17,403,476.00	\$17,403,476
24 Lake Tahoe Adult Education Consortium	\$ 886,985.00	\$30,690	\$ 917,675.00	\$917,675
25 Lassen County AB86 Consortium	\$ 931,360.00	\$32,225	\$ 963,585.00	\$963,585
26 Long Beach Adult Education	\$ 2,368,471.00	\$81,949	\$ 2,450,420.00	\$2,450,420
27 Los Angeles Regional Adult Education Consortium	\$127,128,350.00	\$4,398,638	\$ 131,526,988.00	\$131,526,988
28 Capital Adult Education Regional Consortium	\$ 11,608,339.00	\$401,648	\$ 12,009,987.00	\$12,009,987
29 Marin County Adult Education Block Grant Consortium	\$ 1,457,576.00	\$50,432	\$ 1,508,008.00	\$1,508,008
30 Mendocino-Lake Consortium	\$ 1,520,578.00	\$52,612	\$ 1,573,190.00	\$1,573,190
31 Gateway Adult Education Network (Merced)	\$ 3,272,423.00	\$113,226	\$ 3,385,649.00	\$3,385,649
32 Coastal North County Adult Education Consortium (MiraCosta)	\$ 1,181,336.00	\$40,874	\$ 1,222,210.00	\$1,222,210
33 Monterey Peninsula Consortium	\$ 2,514,531.00	\$87,003	\$ 2,601,534.00	\$2,601,534
34 Mt. San Antonio Regional Consortium for Adult Education	\$ 34,589,717.00	\$1,196,804	\$ 35,786,520.00	\$35,786,520
35 Southwest Riverside County Adult Education Regional Consortium	\$ 4,793,527.00	\$165,856	\$ 4,959,383.00	\$4,959,383
36 Napa Valley Adult Education Consortium	\$ 2,816,693.00	\$97,458	\$ 2,914,150.00	\$2,914,150
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$ 3,811,466.00	\$131,877	\$ 3,943,343.00	\$3,943,343

38 Southern Alameda County Consortium (Ohlone)	\$ 4,102,870.00	\$141,959	\$	4,244,829.00	\$4,244,829
39 Palo Verde Consortium	\$ 806,350.00	\$27,900	\$	834,250.00	\$834,250
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$ 7,777,384.00	\$269,097	\$	8,046,481.00	\$8,046,481
41 Pasadena Area Consortium	\$ 1,848,549.00	\$63,960	\$	1,912,509.00	\$1,912,509
42 Northern Alameda Consortium for Adult Education	\$ 7,942,885.00	\$274,824	\$	8,217,709.00	\$8,217,709
43 Rancho Santiago Adult Education Consortium	\$ 4,593,002.00	\$158,918	\$	4,751,920.00	\$4,751,920
44 North Coast Adult Education Consortium (Redwoods)	\$ 1,106,028.00	\$38,269	\$	1,144,297.00	\$1,144,297
45 Rio Hondo Region Adult Education Consortium	\$ 14,253,668.00	\$493,177	\$	14,746,845.00	\$14,746,845
46 About Students Regional Consortium (Riverside)	\$ 8,190,217.00	\$283,381	\$	8,473,598.00	\$8,473,598
47 Inland Adult Education Consortium (San Bernardino)	\$ 10,391,054.00	\$359,530	\$	10,750,584.00	\$10,750,584
48 San Diego Adult Education Regional Consortium	\$ 4,636,751.00	\$160,432	\$	4,797,183.00	\$4,797,183
49 San Francisco Adult Education Consortium	\$ 3,823,104.00	\$132,279	\$	3,955,383.00	\$3,955,383
50 Delta Sierra Regional Alliance (San Joaquin)	\$ 8,282,642.00	\$286,579	\$	8,569,221.00	\$8,569,221
51 South Bay Consortium for Adult Education (San Jose)	\$ 17,272,295.00	\$597,621	\$	17,869,916.00	\$17,869,916
52 San Luis Obispo County Adult Education Consortium	\$ 1,387,308.00	\$48,001	\$	1,435,309.00	\$1,435,309
53 ACCEL San Mateo County	\$ 9,506,269.00	\$328,917	\$	9,835,186.00	\$9,835,186
54 Santa Barbara AEBG Consortium	\$ 806,350.00	\$27,900	\$	834,250.00	\$834,250
55 Santa Clarita Valley Adult Education Consortium	\$ 1,280,105.00	\$44,292	\$	1,324,397.00	\$1,324,397
56 Santa Monica Regional Consortium for Adult Education	\$ 1,123,612.00	\$38,877	\$	1,162,489.00	\$1,162,489
57 Sequoias Adult Education Consortium (SAEC)	\$ 9,523,242.00	\$329,504	\$	9,852,746.00	\$9,852,746
58 Shasta-Tehama-Trinity Adult Education Consortium	\$ 1,106,435.00	\$38,283	\$	1,144,718.00	\$1,144,718
59 Sierra Joint Consortium	\$ 3,324,153.00	\$115,016	\$	3,439,169.00	\$3,439,169
60 Solano Adult Education Consortium	\$ 3,895,239.00	\$134,775	\$	4,030,014.00	\$4,030,014
61 Sonoma County Adult Education Consortium	\$ 2,513,118.00	\$86,954	\$	2,600,072.00	\$2,600,072
62 South Orange County Regional Consortium (SOCRC)	\$ 4,776,634.00	\$165,271	\$	4,941,905.00	\$4,941,905
63 South Bay Adult Education Consortium (Southwestern)	\$ 14,320,954.00	\$495,505	\$	14,816,459.00	\$14,816,459
64 State Center Adult Education Consortium	\$ 14,898,652.00	\$515,493	\$	15,414,145.00	\$15,414,145
65 Ventura County Adult Education Consortium	\$ 15,011,640.00	\$519,402	\$	15,531,042.00	\$15,531,042
66 Victor Valley Adult Education Regional Consortium	\$ 2,158,548.00	\$74,686	\$	2,233,234.00	\$2,233,234
67 West Hills College Consortium	\$ 1,103,915.00	\$38,195	\$	1,142,110.00	\$1,142,110
68 West Kern Consortium	\$ 806,350.00	\$27,900	\$	834,250.00	\$834,250
69 Yosemite (Stanislaus Mother Lode) Consortium	\$ 4,325,420.00	\$149,659	\$	4,475,079.00	\$4,475,079
70 North Central Adult Education Consortium (Yuba)	\$ 3,127,017.00	\$108,195	\$	3,235,212.00	\$3,235,212
71 Adult Education Pathways (Siskiyou)	\$ 939,766.00	\$32,516	\$	972,282.00	\$972,282
Total	\$521,561,000.00	\$18,046,000	\$	539,607,000.00	\$539,607,000

**PLUMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Data & Accountability Specialist
Feather River Adult Education Consortium

Salary Range: 30
Classified Salary Schedule

SUMMARY: Under the direct supervision of the Coordinator of the Feather River Adult Education Consortium, the Data & Accountability Specialist oversees and performs functions related to testing including but not limited to: inventory, test distribution, pick-up, processing, scoring, test control procedures in the maintenance of a secure testing environment, testing of adult students, query and provide test results to schools and organization in a reasonable, timely manner, provide in-services relating to test procedures and processing. Collect and input data into various data collection systems, import/export data from one system to another, create reports and report data according to mandated guidelines. This person will train school staff/college faculty in proper testing procedures and data entry and data management, as needed, and is responsible for technical and complex data management duties related to the annual, quarterly and daily data reporting requirements of the California Adult Education Program (CAEP). This position requires excellent technology, organizational, time management, verbal and written communication, and clerical skills. Under administrative direction, performs highly technical and complex student data reporting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Coordinates and leads student intake orientation program at Feather River Adult Education Consortium sites across Plumas and Sierra Counties.
- Oversee inventory test distribution, pick-up, processing, scoring, and test control procedures in the maintenance of a secure testing environment to ensure the integrity and credibility of FRAEC's testing processes
- Order tests and related testing materials; ensure adequate supply of testing materials to provide reasonable, timely delivery of high quality services to every site, create school packages for test administration at school sites according to established procedures
- Develop schedules for timely pick-up and delivery of testing materials from school sites; drive a vehicle to deliver and/or pick up materials at assigned locations
- Develop schedules for testing students at various schools sites; drive a vehicle and carry testing materials to various sites
- Provide in-services related to test processes and procedures
- Sort test booklets according to established procedures; inspect tests for completeness; scan tests; maintain accurate records
- Administer and proctor tests either with paper and pencil materials or online
- Creates, requests and/or audits student transcripts and other data reports.
- Oversees and updates Comprehensive Adult Student Assessment System (CASAS) and TOPSpro Enterprise data systems ensuring that all data is current and available for reporting for all Consortium Member Districts and Partner agencies.

- Submits mandated quarterly CAEP data reports, and other data reports as mandated by the State.
- Inputs and maintains enrollment, attendance and other student data in the attendance and registrar systems, as required.
- Provides student data, outcome performance, and other collected data for Consortium Member reviews.
- Proctors CASAS assessment sessions at the required intervals.
- Attends regional and state trainings to maintain and update knowledge and skills.
- Establishes and maintains effective working partnerships with multiple stakeholders and service providers across the FRAEC region.
- Coordinates services with relevant community Partners.
- Assists students with career research and planning.
- Establish positive and trusting relationships with students, faculty and administrators across the FRAEC region.
- Coordinate and/or provide supportive services to support academic persistence and success for all CAEP approved Program Areas.
- Accommodate the testing needs of the various schools when students are in session, which includes day and evening hours, and possibly occasional weekends.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Testing procedures, practices and proper security of test materials
- Operation of a computer, high volume scanner equipment
- Public speaking techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

ABILITY TO:

- Oversee and perform test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program
- Maintain adequate stock of testing materials
- Provide in-service related to test process and procedures
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Prepare and deliver in-services
- Plan and prioritize to meet schedules and timelines
- Communicate, understand and follow both oral and written directions effectively
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Learn new or updated computer systems and programs to apply to current work

- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Apply integrity and trust in all situations
- Actively participate in meeting program goals and outcomes
- Learn program organization, operations, policies, objectives, and goals

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); supplementary college course work or degree in education, psychology, sociology or related fields is highly desirable and at least a background in working with the public

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs. Ability to disaggregate data and

TECHNOLOGY SKILLS: Ability to learn and utilize web-based and server based software systems and data management protocols. Effectively manage CASAS testing software and TOPSpro Enterprise data system. Ability to manage data from spreadsheets and databases for reporting purposes. Ability to use AERIES student enrollment and attendance system.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:

California Driver's License required
 First Aid Certificate preferred
 CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, community partners, and other in an open, friendly business-like manner. The employee must be able and willing to drive to locations in Plumas and Sierra County, and work irregular shifts to meet the testing needs of adult learners. These include, but are not limited to evening, and weekends.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT & PHYSICAL ABILITIES:

ENVIRONMENT: Office, school, and classroom environments; constant interruptions, driving a vehicle to conduct work.

PHYSICAL ABILITIES: With reasonable accommodations, if necessary, climbing step ladders to retrieve materials; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; lifting heaving objects; carrying, pushing or pulling boxes, equipment, carts; bending at the waist, kneeling or crouching to retrieve or store materials.



Agency	2015-16		2016-17		2017-18		2018-19 YTD		% a >1 Hour (State = 82%)	# of Students Achieving Gains	% YTD Expenditure	2016-17 Per Pupil	2017-18 Per Pupil	YTD 2018-19 Per Pupil to Date
	CFAD	DIR	CFAD	DIR	CFAD	DIR	CFAD	DIR						
FRC	\$750,000		\$773,016	?	\$573,016	209	\$0	71	49%	na	86%	?	\$2,741.70	\$2,394.37
PCOE	\$0		\$0	?	\$0	0	\$806,350	0	0%		38%	?		\$31,013.46
PUSD	\$0		\$0	?	\$0	0	\$0	29	63%	0	0%	?		na
SCOE	\$0		\$0	?	\$200,000	0	\$0	18	na	2	0%	?		\$11,111.00
SJUSD	\$0		\$0	?	\$0	0	\$0	0	na	na	na	?		na
TOTAL	\$750,000		\$773,016	?	\$773,016	209	\$806,350	118						



Agency	Program / Service	Top-Level Expenditures	Proposed 2019-20 CFAD
FRC			
1000 - Instructional Salaries	Go Teach & CTE Jail Programs	\$120,000	
2000 - Non-Instructional Salaries		\$0	
3000 - Benefits		\$20,000	
4000 - Supplies & Materials		\$650	
5000 - Other Operating Expenses & Services	Consulting Services	\$60,000	
6000 - Capital Outlay		\$0	
7000 - Other Outgo		\$0	
5% Indirect		\$10,033	
TOTAL			\$210,683
PCOE - FISCAL AGENT			
1000 - Instructional Salaries		\$0	
2000 - Non-Instructional Salaries	Consortium Director - 20%	\$20,000	
3000 - Benefits		\$4,000	
4000 - Supplies & Materials			
5000 - Other Operating Expenses & Services	Consortium Operations Set-Aside	\$30,000	
6000 - Capital Outlay		\$0	
7000 - Other Outgo		\$0	
5% Indirect		\$0	
TOTAL			\$54,000
PUSD			
1000 - Instructional Salaries	Secretarial Support - 25%	\$240,000	
2000 - Non-Instructional Salaries		\$8,000	
3000 - Benefits		\$40,000	
4000 - Supplies & Materials		\$4,000	
5000 - Other Operating Expenses & Services		\$4,000	
6000 - Capital Outlay		\$35,000	
7000 - Other Outgo		\$0	
5% Indirect		\$16,550	
TOTAL			\$347,550
SCOE			
1000 - Instructional Salaries		\$125,000	
2000 - Non-Instructional Salaries		\$15,000	
3000 - Benefits		\$25,000	
4000 - Supplies & Materials		\$45,000	
5000 - Other Operating Expenses & Services		\$12,000	
6000 - Capital Outlay		\$0	
7000 - Other Outgo		\$0	
5% Indirect		\$0	
TOTAL			\$222,000
TOTAL			\$834,233
2019-20 CAEP Preliminary Allocation			\$834,250

February 20, 2019
State of California
Chancellor's Office

Dear Mr. Kelly,

I am writing on behalf of the Sierra County Office of Education, a member of the Feather River Adult Education Consortium (FRAEC). Starting with FY 2018-19, Sierra County Office of Education joined FRAEC and started offering CAEP-funded Adult Education services in our county. The response has been extremely positive, and we have reached maximum capacity. We have no room for expansion with our current structures at the Loyalton, CA, school facility. Therefore, at the February 14, 2019, FRAEC Board meeting, Sierra County requested funding to make a one-time capital purchase of a portable classroom and restroom to accommodate our Adult School. This portable will only be used by adult education staff and students. Opening this site, in addition to our plans for a distance learning implementation, will greatly improve access for adult students across the county.

Additionally, due to the large geography of Sierra County, Sierra County requested funds to purchase one vehicle. This vehicle will be used exclusively by Adult Education staff to deliver adult education services across Sierra County, attend FRAEC Board Meetings, participate in CAEP-sponsored events that are often held in Sacramento or Red Bluff, and facilitate other activities as required.

The combined request for the portable classroom and the vehicle is \$125,000.00. This request was discussed at the February 14, 2019, FRAEC Board meeting, and is scheduled for a vote at the March 8, 2019, FRAEC Board Meeting. Funds for this request will come from the unspent portion of the FY 2017-18 CAEP allocation, which is currently held by Feather River College (the Fiscal Agent for that allocation year).

Please let me know if you have any questions.

Wendy Jackson
Adult Education Coordinator
Sierra County Office of Education
Feather River Adult Education Consortium
C: 916-837-9303 W: 530-993-1660
wjackson@spjUSD.org



RE: Capitol Outlay3 messages

Kelly, Neil <nkelly@cccco.edu>

Thu, Feb 21, 2019 at 10:56 AM

To: Wendy Jackson <wjackson@spjUSD.org>

Cc: Merrill Grant <mgrant@spjUSD.org>, Mitch Rosin <mitch.rosin2@gmail.com>

Hi Wendy,

This looks good. As long as the use of the portable and vehicle are restricted to CAEP related programmatic activity, you are following district procurement policies & procedures (including vehicle maintenance & storage policies), the consortium members are in agreement with the purchase, and it's reflected in your member work plan and budget – it's good to go. Thanks.

Neil

From: Wendy Jackson <wjackson@spjUSD.org>**Sent:** Wednesday, February 20, 2019 5:56 PM**To:** Kelly, Neil <nkelly@CCCCO.edu>**Cc:** Merrill Grant <mgrant@spjUSD.org>; Mitch Rosin <mitch.rosin2@gmail.com>**Subject:** Capitol Outlay

Hi Neil,

My apologies for sending an incorrect and early version of our letter to you. Attached, please find the version that I SHOULD have sent to you.

Thank you,

Wendy A. Jackson M. Ed.

Adult Education Program Coordinator

Sierra County Office of Education

Feather River Adult Education Consortium

Loyalton, CA 96118

530-993-1660 Office

916-837-9303 Cell

2/21/2019

Gmail - RE: Capitol Outlay

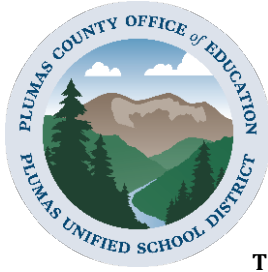
Thu, Feb 21, 2019 at 11:28 AM

Wendy Jackson <wjackson@spjUSD.org>

To: "Kelly, Neil" <nkelly@cccco.edu>

Cc: Merrill Grant <mgrant@spjUSD.org>, Mitch Rosin <mitch.rosin2@gmail.com>

Hi Neil,
Thank you
Wendy



Plumas County Office of Education Plumas Unified School District

1446 East Main Street, Quincy, California 95971

PH: (530) 283-6500 FAX: (530) 283-6530

Website: www.pcoe.k12.ca.us



Terry R. Oestreich, Superintendent of Schools and Director of Human Resources

Kristy M. Warren
Assistant Superintendent
Instructional Services

Lisa M. Cavin
Deputy Superintendent
Business Services

Kevin C. Bean
Director
Pupil Services/SELPA

March 4, 2019
State of California
Chancellor's Office

Dear Mr. Kelly,

I am writing on behalf of Plumas Unified School District (PUSD), a member of the Feather River Adult Education Consortium (FRAEC), to request state approval for the rental of a new adult school location.

Currently, PUSD utilizes several sites to serve our adult students, some of them on high school campuses. We have found that our clients are not comfortable coming to a high school campus to receive their instruction. This is understandable. Further, the location we have designated to become a GED Test Center is not ideal, and as such we are having a hard time getting approval from Pearson Vue. To solve these issues, PUSD has decided to identify a dedicated instructional space, to be used only for Adult Education. Doing this will put the program a position to better serve our clients' needs, and in a much better position to expand our program. This topic has been discussed by the FRAEC Board, which has supported the search for a dedicated adult school location.

To this end, we would like to lease a building at 501 Main Street in downtown Quincy, CA. This is an ideal location as it is in the center of town, near public transportation, and on the main artery in the community. The monthly lease will be \$2,500.00. Additional costs for utilities will also be incurred. The current landlord will take care of the capital improvements necessary to become ADA compliant and the site will be move-in ready. This location will only be used for adult education programs funded by CAEP, and not for any other purposes. PUSD plans to sign a four-year lease for this location.

The annual rent for this location is \$30,000/year (plus utilities). This will be paid from currently allocated funds.

Please let me know if you have any questions.

Michelle Abramson
Plumas Unified School District Adult Education Principal
W: 530-283-6500 ext. 5268
mabramson@pcoe.k12.ca.us

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Explore. Learn. Thrive.

Our mission is to collectively inspire every child in every classroom every day.

We ensure an exemplary education with diverse opportunities and we accept no limits on the learning potential of any child.



Mitch Rosin <mitch.rosin2@gmail.com>

PUSD Capital request

2 messages

Michelle Abramson <mabramson@pcoe.k12.ca.us>

Mon, Mar 4, 2019 at 2:46 PM

To: "Kelly, Neil" <nkelly@cccco.edu>

Cc: Mitch Rosin <mitch.rosin2@gmail.com>

Hi Neil,

Attached please find a letter requesting approval for a rental of a new adult school location.

Please let me know if you have any questions.

--

Michelle Abramson

Community Resource Coordinator

530-283-6500 ext. 5268 Office

mabramson@pcoe.k12.ca.us

1446 East Main Street

Quincy, CA 95971

www.pcoe.k12.ca.us**Plumas County Office of Education**
Plumas Unified School District

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**PUSD Capital request.docx**

298K

Kelly, Neil <nkelly@cccco.edu>

Mon, Mar 4, 2019 at 3:24 PM

To: Michelle Abramson <mabramson@pcoe.k12.ca.us>

Cc: Mitch Rosin <mitch.rosin2@gmail.com>

Hi Michelle,

Looks good. Just make sure you follow the district's facilities policies & procedures for rental property, and any other standard district requirements. The new adult school location will be limited to the seven adult education program areas – so you have to be careful if other non-adult education programs want to use the facility (like the high school, continuation school, etc.). Let me know if you have any questions.

Neil

[Quoted text hidden]