



Feather River Adult Education Consortium – Board Meeting MINUTES

PCOE District Office (Conference Room)

Friday, March 8, 2019 (12:00 p.m. – 2:00 p.m.)

<sup>□</sup> 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.

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 checked="" type="checkbox"/> Brad Miller
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson	<input type="checkbox"/> Merrill Grant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consortium Staff</b>				
	<input checked="" type="checkbox"/> Michelle Abramson	<input type="checkbox"/> Wendi James		

**Community Stakeholders:**

<input checked="" type="checkbox"/> Shelly Miller	<input checked="" type="checkbox"/> Sean Conry	<input type="checkbox"/>
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Call to Order: 12:02 p.m.

1. <sup>□</sup> Approval of Minutes: February 14, 2019 Motion by D. Lerch; 2<sup>nd</sup> by K. Warren
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 – Moved to before #5
4. Reports/Information Items
  - 4.1 Consortium Consultant’s Report
    - a. CAEP Deadlines - Upcoming
      - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA – **COMPLETED**
      - Review of Member Expenses and Remaining Balance for 2017-18
      - March 31, 2019 – Q2 Consortium Certification due in NOVA
      - March 31, 2019 – NOVA to close out 2016-17 Funds
      - April 30, 2019 – Q3 DIR Due to [aebg@casas.org](mailto:aebg@casas.org) & copy to M. Rosin
      - **May 2, 2019 – 2019-20 CFAD Due in NOVA**
      - June 1, 2019 – 2018-19 Q3 Expenses due in NOVA
      - **June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA**
      - Jun 17: Data and Accountability Budget Revisions are due
      - June 30, 2019 – Q2 Consortium Certification due in NOVA
      - June 30, 2019 – Data & Accountability Close Out in MIS System (FRC)
      - June 30, 2019 – 2018-19 Q4 Ends
      - July 31, 2019 – Full Year DIR due to [aebg@casas.org](mailto:aebg@casas.org) & new Coordinator
      - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
      - **August 15, 2019 – 2019-20 Annual Plan due in NOVA**
      - **August 26, 2019 – Practice with Promise Report Due**
      - September 1, 2019 – 2018-19 Q4 Expenses due in NOVA
      - **December 31, 2019 – End of 2017-18 FY Allocations**

- b. <sup>Ⓜ</sup>CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>
  - CAEP State Letter
  - CAEP Preliminary Allocation for 2019-20 = \$27,900 / \$834,250
- c. Three-Year Plan Progress
  - Draft in development to share with Member Districts for April review
  - Need input from Sierra Community Stakeholder Meetings (March 13 & 14, 2019)
- d. Report-out: CCAE Bay Section Conference (March 2, 2019 – Fremont, CA)
- e. Report-out: OTAN TDL Symposium (March 1-2, 2019 – La Puente, CA)
  - W. Jackson: Good conference with a deep dive on technology including curriculum, free open resources, WIOA supports, on-site trainings, etc.
- f. Consultant Days

Apr 10, 11 & 12, 2019	May 22, 23, & 24, 2019	June - Canceled
July 15, 16, 17, 2019		

- g. Consultant Transition Planning or Contract Extension
- h. NEW: CASAS GOALS – Math Approved 3.7.19 in Federal Register. Trainings to be held at CASAS Summer Institute for July 1, 2019, roll-over
- 4.2 Consortium Coordinator Report
  - a. Coordinator Hiring Update – Revisit later per funding
  - b. <sup>Ⓜ</sup>Data Specialist Position (Hiring & FERPA issues)
  - c. Postal mailers have hit the mailboxes.
- 4.3 Member Program Update: PUSD
  - a. Adult Education Programs & New School Location
    - New site identified. State approval granted. Site will be retrofitted for an adult school. Will be GED Test site. Classes, assessments all in one location. Bradley and Main streets. Easy access.
  - b. Jail ABE/HSE/ASE Programs
    - ABE program to start at jail.
  - c. GED Test Center Update
- 4.4 Member Program Update: FRC
  - a. Go Teach Presentation
    - S. Miller: Currently have enrollment of 41, plus 10 coaches at 10 sites across the county. New populations added to the program. Coaching provided both on-site with new employees, promoted employees who need skills training. Working with all staff, supervisors, directors, agency personnel, etc. Building a community of coaches through ideology and practice. Requesting more funding for community-based coaches. Currently tracking job placement, job retention, increased wages, increase wage beyond minimum wage, internal promotions, job offers for next fiscal year. Three full years of tracking data, will be included in FRAEC Three-Year Plan as historic data. Focus on transitions and employability readiness.
  - b. Jail CTE Program Presentation
    - S. Conry: Currently approximately 40. On year three of the program. Offering three classes includes breakfast operations, baking, professional chef. Females, general populations males, protective custody categories (3 classes weekly). After 12 weeks, students receive a certification, plus the food handlers certification card. Tablets continue to be an issue with the correctional staff. Post-incarceration follow-up could be enhanced.
- 4.5 Member Program Update: SJUSD/SCOE (Q2 = 0%; \$200,000 remaining)
  - a. New Program Development

- W. Jackson: Community meetings week of March 11. Close to capacity at both Downieville and Loyalton campuses. EMT I course is up and running with 9 enrolled; Eligible for national certification up on completion. EMT R, EMT I, EMT Advanced will be offered. Recruiting EMT Advanced currently. Developing Home Health Aid course, as a prerequisite for CNA program. Artificial Insemination course in progress with eye to regional expansion. Microsoft and Google Suite classes being explored as options. NEDP enrollment is 4 students.

- 4.6 Fiscal Agent Report: FRC (D&A and 2017-18) (Q2 = 28.99%; \$248,325 remaining)
  - a. D&A: Spent – To Be Reported June 30, 2019 in MIS System
- 4.7 Fiscal Agent Report: PCOE (2018-19) (Q2 = 37.59%; \$503,230 remaining)
- 4.8 Marketing Update: Phoenix Design
  - Postal mailers sent. Posters & Brochures being shipped to M. Abramson.

3. Closed Door Session – Staffing Issues and Budgets

- Discussion about sustainable funding and current consortium staffing structure. Additional positions are in question and on hold. Possible move of college GoTeach and Jail Culinary programs to PUSD was discussed; state will be consulted about doing this move.

5. Discussion Items

- 5.1 <sup>□</sup>CFAD Allocations for FY 2019-20: Vote in April, Submit May 2 in NOVA
  - Member districts will provide feedback on tentative allocation schedule.

6. Action Items

- 6.1 <sup>□</sup>Approve NOVA Allocation Amendment from unspent funds in the amount of \$125,000.00 to Sierra County Office of Education for capital purchase of portable classroom and vehicle. State approval documents included in Board Packet.
  - D. Lerch amended to remove vehicle; \$85,000 total; paid from FRC 2017-18 FY allocation.
  - Motion by D. Lerch; 2<sup>nd</sup> by K. Warren – Motion Carried
- 6.2 <sup>□</sup>Approve Plumas Unified School District capital expense of approximately \$40,000/year to lease a new adult education site. State approval documents included in Board Packet.
  - Motion by W. Jackson; 2<sup>nd</sup> by K. Warren – 2 Yea, 1 Abstain (D. Lerch) – Motion Carried

7. Announcements

7.1 2018-19 FRAEC Board Meeting Schedule

Apr 12, 2019 – 12:00 @ PCOE Vote on CFAD	May 24, 2019 – 12:00 @ PCOE Vote on Three-Year Plan	Jun 10, 2019 – 1:00 @ PCOE CANCELED
Jul 15, 2019 – 1:00 @ PCOE Annual Plan Retreat		

8. Adjournment: 2:11 p.m.



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

2016-17 Per Pupil	2017-18 Per Pupil	YTD 2018-19 Per Pupil to Date
?	\$2,741.70	\$2,394.37
?		\$31,013.46
?		na
?		\$11,111.00
?		na

Agency	2019-20 CFAD	2019-20 Per Pupil To Date	YTD 2018- 19 Per Pupil to Date
FRC	\$236,250	71	\$3,327.46
PCOE	\$84,000	na	
PUSD	\$284,970	29	\$9,826.55
SCOE	\$229,000	25	\$9,160.00
<b>TOTAL</b>	<b>\$834,220</b>		



Agency	Program / Service	Top-Level Expenditures	Tentative 2019-20 CFAD
<b>FRC</b>			
1000 - Instructional Salaries	Go Teach & CTE Jail Programs	\$140,000	
2000 - Non-Instructional Salaries		\$0	
3000 - Benefits		\$20,000	
4000 - Supplies & Materials		\$5,000	
5000 - Other Operating Expenses & Services	Consulting Services	\$60,000	
6000 - Capital Outlay		\$0	
7000 - Other Outgo		\$0	
5% Indirect		\$11,250	
<b>TOTAL</b>			<b>\$236,250</b>
<b>PCOE - FISCAL AGENT</b>			
1000 - Instructional Salaries		\$0	
2000 - Non-Instructional Salaries	Consortium Director - 50%	\$43,000	
3000 - Benefits		\$11,000	
4000 - Supplies & Materials		\$0	
5000 - Other Operating Expenses & Services	Consortium Operations Set-Aside	\$30,000	
6000 - Capital Outlay		\$0	
7000 - Other Outgo		\$0	
5% Indirect		\$0	
<b>TOTAL</b>			<b>\$84,000</b>
<b>PUSD</b>			
1000 - Instructional Salaries		\$180,400	
2000 - Non-Instructional Salaries	Secretarial Support - 25%	\$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		\$13,570	
<b>TOTAL</b>			<b>\$284,970</b>
<b>SCOE</b>			
1000 - Instructional Salaries		\$132,000	
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	
<b>TOTAL</b>			<b>\$229,000</b>
<b>TOTAL</b>			<b>\$834,220</b>
<b>2019-20 CAEP Preliminary Allocation</b>			<b>\$834,250</b>